

User Guide

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1 Before Using the Machine

Welcome to the Xerox family of CopyCentre/WorkCentre products.

This User Guide provides detailed information, technical specifications and procedures for using the integral features of the machine.

Xerox Welcome Center

If you need assistance during or after product installation, visit the Xerox website for on-line solutions and support.

<http://www.xerox.com/>

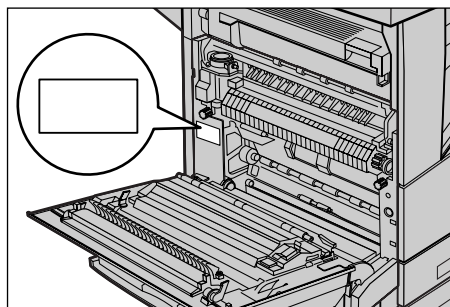
If you require further assistance, contact our experts at the Xerox Welcome Center. A local representative telephone number may have been provided when the product was installed. For convenience and future reference, please record the telephone number in the space below.

Welcome Center or local representative telephone number:

Xerox US Welcome Center: 1-800-821-2797

Xerox Canada Welcome Center: 1-800-93-XEROX (1-800-939-3769)

When you call the Welcome Center you will need the serial number which is located on the left side of the machine behind Cover A, as shown in the diagram.



For your convenience, record the serial number in the space below.

Serial Number:

Keep a record of any error messages. This information helps us solve problems faster.

Conventions

This section describes the conventions used throughout this User Guide. In this guide, you will find that some terms are used interchangeably:

- Paper is synonymous with media.
- Document is synonymous with original.
- Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128 is synonymous with the machine.

Key Operator/System Administrator

Key Operator describes the person who is responsible for hardware maintenance.

System Administrator refers to the person who sets up the network, installs the print drivers, and manages software.

Orientation

Orientation is used to mean the direction of images on the page. When the image is upright, the paper (or other media) can be either long edge feed or short edge feed.

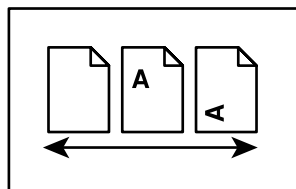
Long Edge Feed (LEF)

When loading documents long edge feed into the document feeder, load with one of the long edges facing into the document feeder. The short edges appear at the top and bottom of the paper, facing the front and back of the document feeder. When loading paper long edge feed into a paper tray, place the paper with one of the long edges on the left-hand side and one of the short edges toward the front of the tray.

Short Edge Feed (SEF)

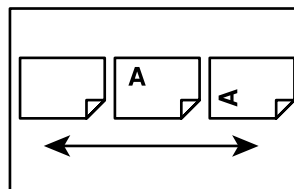
When loading documents short edge feed into the document feeder, load with one of the short edges facing into the document feeder. The long edges appear on the top and bottom of the paper, facing the front and back of the document feeder. When loading paper short edge feed into a paper tray, place the paper with one of the short edges on the left-hand side and one of the long edges toward the front of the tray.

LEF Orientation



Paper feed direction

SEF Orientation



Paper feed direction

Text in [Square Brackets]

Indicate that these are names of the screens, tabs, buttons, features and option categories on the screen. They are also used when referring to file and folder names on a PC.

For example:

- Select [Original Type] on the [Image Quality] screen.
- Select [Save].

Text in <Angle Brackets>

Indicate that these are names of the hard buttons, numeric or symbol buttons, lights on the control panel or symbols on the power switch label.

For example:

- Press the <Machine Status> button to display the [Machine Status] screen.
- Press the <C> button on the control panel to clear the suspended job.

Italic Typeface

The Italic typeface is used to indicate references to other sections and chapters.

For example:

- For information on cleaning the document glass, refer to *the Maintenance chapter on page 301*.
- *Paper Supply – page 49*.

Warnings

Warnings are statements that alert you to the possibility of personal harm.

For example:

WARNING: This product must be connected to a protective earth circuit.

Cautions

Cautions are statements that suggest the possibility of mechanical damage as a result of an action.

For example:

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

Notes

Notes are statements that provide additional information.

For example:

NOTE: If the document feeder is not fitted to the machine, this feature is not available.

Related Information Sources

The following additional sources of information are available for the machine.

- Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128 Quick Reference Guide
- Xerox CopyCentre/WorkCentre/WorkCentre Pro 123/128 System Administration Guide
- The On-line Help systems (Print Drivers and CentreWare Utilities)
- The CentreWare Utilities Documentation (HTML)

NOTE: Please note that the screens shown in this User Guide apply to a fully configured machine and therefore may not exactly represent the configuration being used.

Safety Notes

Read these safety notes carefully before using this product to make sure you operate the equipment safely.

Your Xerox/Fuji Xerox product and recommended supplies have been designed and tested to meet strict safety requirements. These include safety agency approval, and compliance to established environmental standards. Please read the following instructions carefully before operating the product and refer to them as needed to ensure the continued safe operation of your product.

The safety and environment testing and performance of this product have been verified using Xerox materials only.

WARNING: Any unauthorized alteration, which may include the addition of new functions or connection of external devices, may impact the product certification. Please contact your authorized Service Provider for more information.

Warning Markings

All warning instructions marked on or supplied with the product should be followed.



Warning

This WARNING alerts users to areas of the product where there is the possibility of personal injury.



Warning

This WARNING alerts users to areas of the product where there are heated surfaces, which should not be touched.

Electrical Supply

This product shall be operated from the type of electrical supply indicated on the product's data plate label. If you are not sure that your electrical supply meets the requirements, please consult your local power company for advice.



WARNING: This product must be connected to a protective earth circuit.

This product is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use an earthed adapter plug to connect the product to an electrical outlet that lacks an earth connection terminal.

Operator Accessible Areas

This equipment has been designed to restrict operator access to safe areas only. Operator access to hazardous areas is restricted with covers or guards, which would require a tool to remove. Never remove these covers or guards.

Maintenance

Any operator product maintenance procedures will be described in the customer documentation supplied with the product. Do not carry out any maintenance procedures on this product which are not described in the customer documentation.

Cleaning Your Product

Before cleaning this product, unplug the product from the electrical outlet. Always use materials specified for this product. The use of other materials may result in poor performance and may create a hazardous situation. Do not use aerosol cleaners, they may be explosive and flammable under certain circumstances.

WARNING - Electrical Safety Information

- ▷ Only use the power cord supplied with the equipment.
- ▷ Plug the power cord directly into a grounded electrical outlet easily accessible. Do not use an extension cord. If you do not know whether an outlet is grounded, consult a qualified electrician.
- ▷ This equipment is to be used on a branch circuit that has larger capacity than rated ampere and voltage of this machine. See data plate on the rear panel for the rated ampere and voltage of this equipment. If the machine needs to be moved to a different location, contact a Xerox Service Representative or your authorized local representative or service support organization.
- ▷ Improper connection of the equipment-grounding conductor can result in an electric shock.
 - ▶ Do not place this equipment where people might step on or trip over the power cord.
 - ▶ Do not place objects on the power cord.
 - ▶ Do not override or disable electrical or mechanical interlocks.

- ▶ Do not obstruct the ventilation openings.
- ▶ Never push objects of any kind into slots or openings on the equipment.
- ▷ If any of the following conditions occur, switch off the power to the machine immediately and disconnect the power cord from the electrical outlet. Call an authorized local service representative to correct the problem.
 - The equipment emits unusual noises or odors.
 - The power cord is damaged or frayed.
 - A wall panel circuit breaker, fuse, or other safety device has been tripped.
 - Liquid has spilled into the equipment.
 - The equipment is exposed to water.
 - Any part of the equipment is damaged.

Disconnect Device

The power cable is the disconnect device for this equipment. It is attached to the back of the machine as a plug-in device. To remove all electrical power from the equipment, disconnect the power cable from the electrical outlet.

Laser Safety Information

CAUTION: Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous light exposure.

With specific regard to laser safety, the equipment complies with performance standards for laser products set by government, national and international agencies as a Class 1 laser product. It does not emit hazardous light, as the beam is totally enclosed during all phases of customer operation and maintenance.

Operational Safety Information

To ensure the continued safe operation of your Xerox/Fuji Xerox equipment, follow these safety guidelines at all times.

Do These:

- Always connect equipment to a correctly grounded power outlet. If in doubt, have the outlet checked by a qualified electrician.
- ▷ This equipment must be connected to a protective earth circuit.

This equipment is supplied with a plug that has a protective earth pin. This plug will fit only into an earthed electrical outlet. This is a safety feature. To avoid risk of electric shock, contact your electrician to replace the electrical outlet if you are unable to insert the plug into it. Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Always follow all warnings and instructions that are marked on or supplied with the equipment.

- Always exercise care when moving or relocating equipment. Please contact your local Xerox/Fuji Xerox Service Department, or your local support organization to arrange relocation of the product to a location outside of your building.
- Always locate the equipment in an area that has adequate ventilation, and space for servicing. See installation instructions for minimum dimensions.
- Always use materials and supplies specifically designed for your Xerox/Fuji Xerox equipment. Use of unsuitable materials may result in poor performance.
- Always unplug this equipment from the electrical outlet before cleaning.

Do Not Do These:

- Never use a plug that lacks an earth connection terminal to connect the product to an electrical outlet.
- Never attempt any maintenance procedures that are not specifically described in the customer documentation.
- This equipment should not be placed in a built-in unit unless proper ventilation is provided. Please contact your authorized local dealer for further information.
- Never remove covers or guards that are fastened with screws. There are no operator serviceable areas within these covers.
- Never locate the equipment near a radiator or any other heat source.
- Never push objects of any kind into the ventilation openings.
- Never override or “cheat” any of the electrical or mechanical interlock devices.
- Never operate the equipment if you notice unusual noises or odors. Disconnect the power cord from the electrical outlet and contact your local Xerox/Fuji Xerox Service Representative or Service Provider immediately.

Maintenance Information

Do not attempt any maintenance procedures that are not specifically described in the customer documentation supplied with your machine.

- Do not use aerosol cleaners. The use of cleaners that are not approved may cause poor performance of the equipment, and could create a dangerous condition.
- Use supplies and cleaning materials only as directed in the customer documentation. Keep all these materials out of the reach of children.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not perform any maintenance procedures unless you have been trained to do them by an authorized local dealer or unless a procedure is specifically described in the customer documentation.

Ozone Safety Information

This product will produce ozone during normal operation. The ozone produced is heavier than air and is dependent on copy volume. Adhering to the correct environmental conditions as specified in the installation instructions will ensure that the concentration levels meet safe limits.

If you need additional information about ozone, please request the Xerox publication Ozone by calling 1-800-828-6571 in the United States and Canada. In other markets please contact your Service Provider.

For Consumables

Store all consumables in accordance with the instructions given on the package or container.

- ▷ Keep all consumables away from the reach of children.
- ▷ Never throw toner, toner cartridges or toner containers into an open flame.

Radio Frequency Emissions

United States, Canada, Europe, Australia/New Zealand

NOTE: This equipment has been tested and found to comply with the limits for a class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the customer documentation, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user is required to correct the interference at their own expense.

Changes and modifications to this equipment not specifically approved by Xerox/Fuji Xerox may void the user's authority to operate this equipment.

Shielded interface cables must be used with this equipment to maintain compliance with FCC regulations in the United States and the Radiocommunications Act 1992 in Australia/New Zealand as applicable.

Product Safety Certification

This product is certified by the following Agency using the Safety standards listed.

<u>Agency</u>	<u>Standard</u>
Underwriters Laboratories Inc.	UL60950-1 1st (2003) (USA/Canada)
NEMKO	IEC60950-1 Edition 1 (2001)

This product was manufactured under a registered ISO9001 Quality system.

Regulatory Information

CE Mark

The CE mark applied to this product symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

January 1, 1995: Council Directive 72/23/EEC amended by Council directive 93/68/EEC, approximation of the laws of the member states related to low voltage equipment.

January 1, 1996: Council directive 89/336/EEC, approximation of the laws of the member states related to electromagnetic compatibility.

March 9, 1999: Council Directive 99/5/EC, on radio equipment and telecommunications terminal equipment and the mutual recognition of their conformity.

A full declaration of conformity, defining the relevant directives and referenced standards, can be obtained from your authorized local dealer.

WARNING: In order to allow this equipment to operate in proximity to Industrial Scientific and Medical (ISM) equipment, the external radiation from the ISM equipment may have to be limited or special mitigation measures taken.

WARNING: This is a Class A product. In a domestic environment the product may cause radio frequency interference, in which case the user may be required to take adequate measures.

WARNING: Shielded interface cables must be used with this product to maintain compliance with Council Directive 89/336/EEC.

For FAX Function

USA

FAX Send Header Requirements:

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a FAX machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

In order to program this information into your machine, refer to customer documentation and follow the steps provided.

Data Coupler Information:

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the rear of this

equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this Xerox equipment causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this Xerox equipment, for repair or warranty information, please contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the equipment is causing harm to the telephone network, the Telephone Company may request that you disconnect the equipment until the problem is resolved.

Repairs to the machine should be made only by a Xerox Service Representative or an authorized Xerox Service Provider. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void. This equipment must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your office has specially wired alarm equipment connected to the telephone line, make sure that the installation of this Xerox equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your Telephone Company or a qualified installer.

CANADA

NOTE: The Industry Canada label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users must make sure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should make sure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe systems, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

NOTE: The Ringer Equivalence Number (REN) assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalent Numbers of all of the devices does not exceed 5. The Canadian REN value of this equipment is 0.1.

EUROPE

Radio Equipment & Telecommunications Terminal Equipment Directive:

This Xerox product has been self-certified by Xerox for pan-European single terminal connection to the analogue public switched telephone network (PSTN) in accordance with Directive 1999/5/EC. The product has been designed to work with the national PSTNs and compatible PBXs of the following countries:

Austria	Germany	Luxembourg	Sweden
Belgium	Greece	Netherlands	Switzerland
Denmark	Iceland	Norway	United Kingdom
France	Ireland	Portugal	Finland
Italy	Spain		

In the event of a problem you should contact your authorized local dealer in the first instance. This product has been tested to and is compliant with TBR21, a specification for terminal equipment for use on analogue-switched telephone networks in the European Economic Area. This product provides an user-adjustable setting of the country code. Refer to the customer documentation for this procedure. Country codes should be set prior to connecting this product to the network.

NOTE: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup.

Modification of this product, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

Regulatory Information for RFID

This product generates 13.56 MHz using an Inductive Loop System as a radio frequency identification system device (RFID). This system is certified in compliance with European Council Directive 99/5/EC and applicable local laws or regulations as applicable.

Environmental Compliance

USA

Energy Star®



As an ENERGY STAR® partner, Xerox Corporation/Fuji Xerox has determined that the basic configuration of this product meets the ENERGY STAR® guidelines for energy efficiency.

The ENERGY STAR® and ENERGY STAR MARK are registered United States trademarks.

The ENERGY STAR® Office Equipment Program is a team effort between U.S., European Union and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machine, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR® equipment is preset at the factory to enter a "low power" state and/or shut off completely after a specified period of use. These energy-saving features can reduce product energy consumption by half when compared to conventional equipment.

Recovery times from low power mode: 12 sec.

Recommended types of recycled paper: Type 3R91165

Canada

Environmental Choice^M



Terra Choice Environmental Services, Inc. of Canada has verified that this product conforms to all applicable Environmental Choice^M EcoLogo^M requirements for minimized impact to the environment.

As a participant in the Environmental Choice^M program, Xerox Corporation has determined that this product meets the Environmental Choice^M guidelines for energy efficiency.

Environment Canada established the Environmental Choice^M program in 1988 to help consumers identify environmentally responsible products and services. Copier, printer, digital press and fax products must meet energy efficiency and emissions criteria, and exhibit compatibility with recycled supplies. Currently, Environmental Choice^M has more than 1600 approved products and 140 licenses. Xerox has been a leader in offering EcoLogo^M approved products.

Europe

Energy



Xerox Corporation has designed and tested this product to meet the energy restrictions required to establish Group for Energy Efficient Appliances (GEEA) compliance and has notified the registration authorities.

About License

JPEG Code

Our printer software uses some of the codes defined by the Independent JPEG Group.

Heimdall

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OpenSSL

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This product includes cryptographic software written by Eric Young (eay@cryptsoft.com). This product includes software written by Tim Hudson (tjh@cryptsoft.com).

Original SSLeay

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This package is an SSL implementation written by Eric Young (eay@cryptsoft.com).

The implementation was written so as to conform with Netscapes SSL.

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Federal Reserve Notes	Fractional Notes
Certificates of Deposit	Paper Money

Bonds and Obligations of certain agencies of the government, such as FHA, etc.

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Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.

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Postal Money Orders.

Bills, Checks, or Draft of money drawn by or upon authorized officers of the United States.

Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.

2. Adjusted Compensation Certificates for Veterans of the World Wars.
3. Obligations or Securities of any Foreign Government, Bank, or Corporation.

4. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the "fair use" or library reproduction rights provisions of the copyright law. Further information of these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
5. Certificates of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
6. Passports. Foreign Passports may be photographed.
7. Immigration Papers.
8. Draft Registration Cards.
9. Selective Service Induction Papers that bear any of the following Registrant's information:

Earnings or Income	Dependency Status
Court Record	Previous military service
Physical or mental condition	

 Exception: United States military discharge certificates may be photographed.
10. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasury, etc. (unless photograph is ordered by the head of such department or bureau.)

Reproducing the following is also prohibited in certain states:

Automobile Licenses - Drivers' Licenses - Automobile Certificates of Title.

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2. Obligations or securities of a government or bank.
3. Exchequer bill paper or revenue paper.
4. The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
5. Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queen's Printer for Canada, or the equivalent printer for a province).
6. Marks, brands, seals, wrappers or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.

7. Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
8. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.
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- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Product Recycling and Disposal

Xerox operates a worldwide equipment take-back and reuse/recycle program. Contact your Xerox Sales Representative (1-800-ASK-XEROX) to determine whether this Xerox product is part of the program. For more information about Xerox environmental programs, visit www.xerox.com/environment.html.

If your product is not part of the Xerox program and you are managing its disposal, please note that the product may contain lead, mercury and other materials whose disposal may be regulated due to environmental considerations. The presence of lead and mercury is fully consistent with global regulations applicable at the time that this product was placed on the market. For recycling and disposal information, contact your local authorities. In the United States, you may also refer to the Electronic Industries Alliance web site: www.eiae.org.

2 Product Overview

This machine is not simply a conventional copier but a digital device capable of copying, faxing, printing and scanning, depending on the configuration.

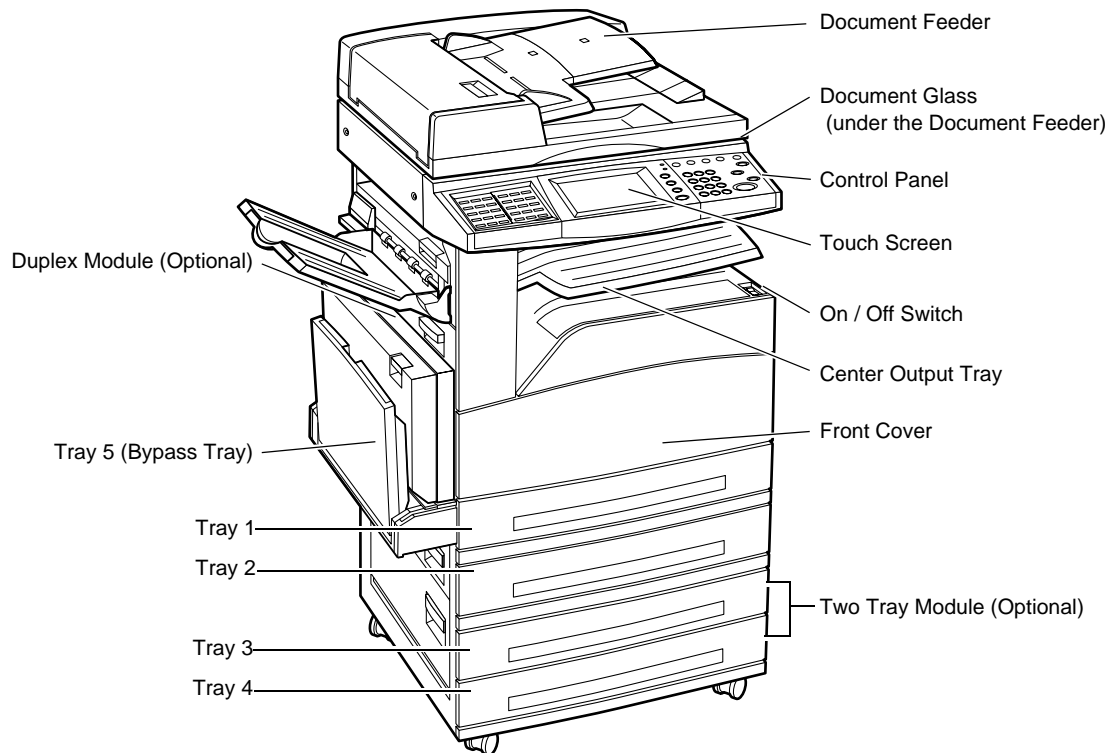
The touch screens shown in this manual are from a fully configured machine to cover all the features.

The content of the touch screens may vary slightly depending on Key Operator settings and machine configuration. The button names and icons on the control panel also vary depending on machine configuration. However, machine features described here remain the same.

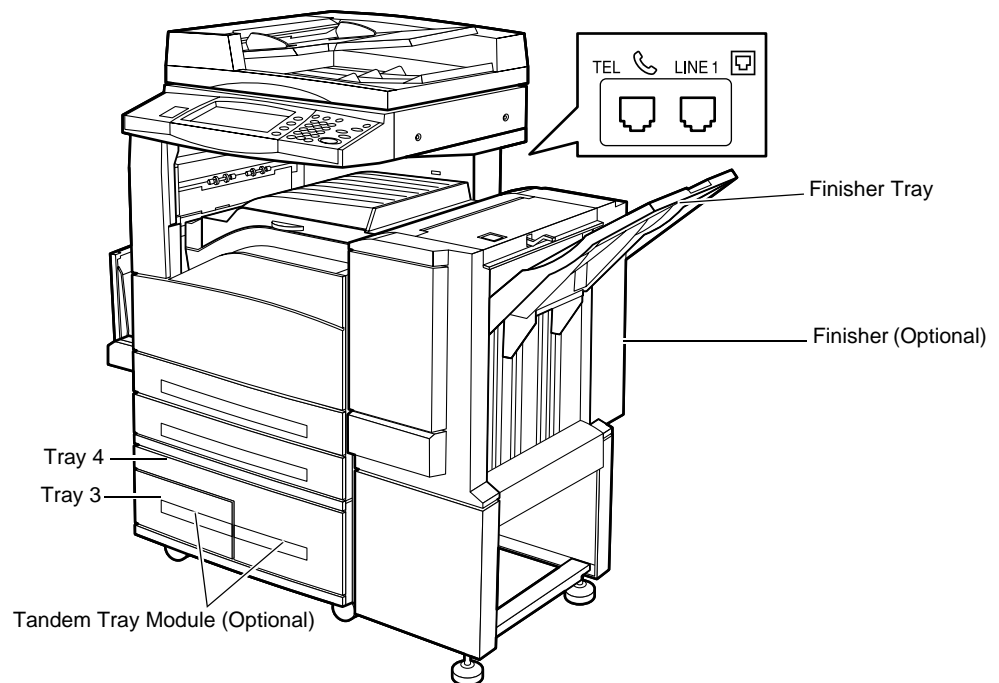
For more information on available options not described here, visit the Xerox website or contact your Xerox Sales Representative.

Machine Components

The following diagrams show the standard and optional components of the machine. Configuration may vary depending on the model.



NOTE: Depending on the configuration, the Document Glass Cover is attached instead of the Document Feeder. Two optional paper trays can be attached.



TEL

Located on the back of the machine. Connect a telephone to this jack if required.

LINE 1

Located on the back of the machine. Connect a telephone cable to this jack. Then connect the other end to the wall jack.

Finisher

Allows you to staple or sort copies automatically. The Finisher Tray can hold 1,000 sheets of 20 lb bond or 80 g/m² paper in Letter/A4 size or smaller.

Duplex Module

Allows you to make double-sided copies. The Duplex Module can be used when paper is supplied from Tray 1, 2, 3, or 4. For more information, refer to *2 Sided in the Copy chapter on page 51*.

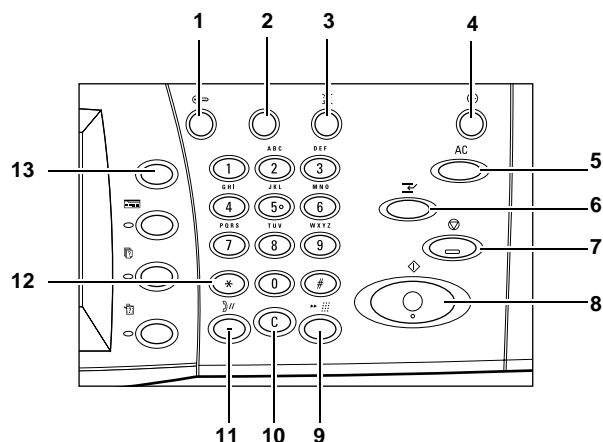
Trays 3 & 4

At the base of the machine, the following optional trays will be available, depending on the configuration.

- Two Tray Module – Can be added to the standard 2-tray configuration. Each tray can hold 500 sheets of 20 lb bond or 80 g/m² paper.
- Tandem Tray Module – Can be added to the standard 2-tray configuration to provide high volume paper sources. Tray 3 can hold a maximum of 800 sheets of 20 lb bond or 80 g/m² paper in Letter or A4 size, long edge feed. Tray 4 can hold 1,200 sheets of 20 lb bond or 80 g/m² paper in Letter or A4 size. The Tandem Tray Module is referred to as “TTM” in this manual.

System Controls

The following diagram shows the names and functions of the buttons on the control panel.



	Button	Function
1	<Log In/Out>	Displays the log-in screen to enter the [System Administrator Menu] screen, or when the Authentication feature is enabled. Also, if you press this button to display the log-in screen when you are already logged in, you will be logged out of the machine.
2	<Help>	This button is non-functional on this machine.
3	<Language>	Changes the languages displayed on the touch screen. NOTE: Certain characters may be garbled when you change languages.
4	<Power Saver> (green light)	Indicates whether the machine is in power saver mode. Also cancels Low Power Mode or Sleep Mode.
5	<Clear All>	Resets to the default settings and displays the first screen for the current pathway.
6	<Interrupt>	Temporarily interrupts a job for programming a priority job.
7	<Stop>	Suspends or cancels a job depending on the job type. When multiple jobs are being processed, all the jobs will be suspended or cancelled. Selecting [Stop] on the [Job Status] screen stops only the selected job.
8	<Start>	Starts or resumes a job.
9	<Speed Dial>	Enters speed dial codes.
10	<C>	Deletes a numeric value or the last digit entered, and replaces the current value with a default value. Also cancels suspended jobs.
11	<Dial Pause>	Inserts a pause while dialing a fax number.

	Button	Function
12	<*(asterisk)>	Indicates the special character used in a fax number and designates a group code. Also allows you to specify an F Code or a password.
13	<All Services>	Displays the [All Services] screen for selection of all the available services on the machine.

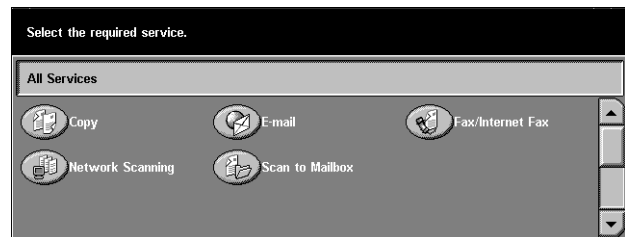
Button names and icons used on the control panel may differ depending on the country of purchase.

Services and Features

The machine has various features and provides valuable services. The following description outlines the features and explains the options on the <All Services> screen.

NOTE: The arrangement of icons for the services and features displayed on the screen can be changed by the Key Operator.

1. Press the <All Services> button on the control panel.
2. Use the scroll buttons to switch between screens.
3. Select the required service.



Copy

Allows you to copy documents in various ways. For example, you can produce output which has been reduced or enlarged to a different size, or copy two or four independent documents onto one sheet of paper. For more information, refer to *the Copy chapter*.

E-mail

Allows you to send scanned documents by e-mail in various ways. For example, you can set the density for scanning, or specify the file format for saving the documents. For more information, refer to *the Scan/E-mail chapter*.

Fax/Internet Fax

Allows you to fax documents in various ways. For example, you can send documents in a reduced or enlarged format, or specify destinations using the Address Book or speed dialing features. Internet Fax allows you to send and receive faxes over the Internet or intranet. Internet Fax provides reduced cost of transmissions compared to the use of a conventional phone line. After scanning documents, you can send scanned data by e-mail, and can also receive scanned data in an e-mail attachment sent from an Internet Fax compatible machine. For more information, refer to *the Fax/Internet Fax chapter*.

Network Scanning

Allows you to scan documents and store them as electronic documents on a file server on the network by selecting a job template which has various assigned parameters. You can retrieve the stored electronic documents by accessing the file server from a PC. For more information, refer to *Job Templates - Network Scanning in the Scan/E-mail chapter on page 114*, and *Services in the CentreWare Internet Services chapter on page 149*.

Scan to Mailbox

Enables the confidential mailbox or polling feature by storing the scanned documents to private mailboxes. For more information, refer to *Save in: - Scan to Mailbox in the Scan/E-mail chapter on page 113*.

Scan to FTP/SMB

Allows you to scan and store documents to specified destinations using the FTP or SMB protocol. For more information, refer to *Save in: - Scan to FTP/SMB in the Scan/E-mail chapter on page 115*.

Check Mailbox

Allows you to confirm, print, or delete the documents in a mailbox. It also allows you to change or release linkage with a job flow sheet and execute the linked job flow sheets. For more information, refer to *the Check Mailbox chapter*.

Stored Programming

Allows you to store programming for a job to a job number using the Stored Programming feature. For more information, refer to *the Stored Programming chapter*.

Setup Menu

Allows you to set or change the following features from this screen: Mailbox, Stored Programming, Job Flow Sheets, Address Book, Group Send, Comment, and Paper Type. For more information, refer to *the Setups chapter* and *the Stored Programming chapter*.

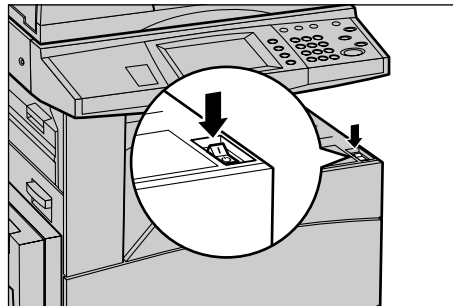
Power On/Off

Powering On

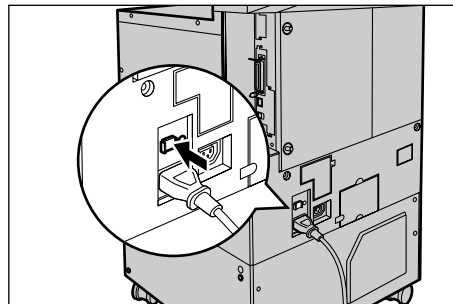
Ensure that the machine is connected to a suitable power supply and that the power plug is firmly connected to the electrical outlet.

The machine is ready to make copies about 12 seconds after powering on (varies with machine configuration). For more information, refer to *Machine Specifications in the Specifications chapter on page 337*.

1. Press the power switch to the <I> position.



NOTE: If the machine does not start up, check that the RESET button on the back of the machine is in the reset position.



Powering Off

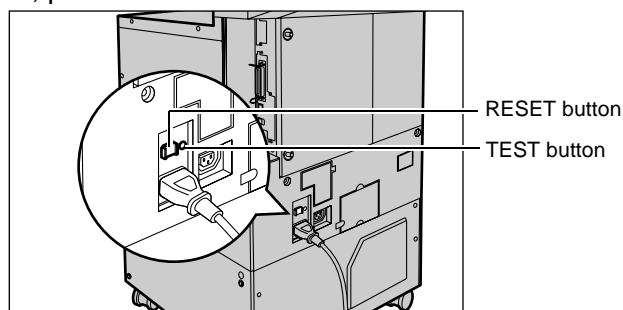
When you switch off the machine, if it is equipped with the optional hard disk, it remains on for approximately 10 seconds while it stores files and prepares for shutdown. The machine then shuts down completely.

NOTE: Wait at least 20 seconds between powering the system on and off. Failure to do this could cause damage to the hard disk.

Ground Fault Interrupter (GFI)

If a fault is detected in the power supply to the machine, a Ground Fault Interrupter (GFI) device on the machine automatically cuts all electrical power. If power is interrupted, locate the RESET button on the back of the machine. If the GFI has been triggered, the RESET button will be in the tripped position. To restore power to the machine, press the RESET button.

Before using the machine, press the TEST button. If the GFI is working properly, the RESET button should pop up. If it does, press the RESET button.

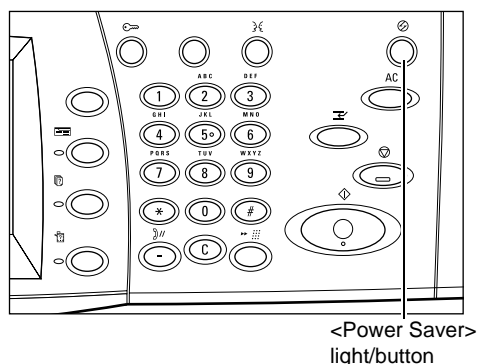


NOTE: If the RESET button pops back up when you press it, or if power is not restored by this procedure, contact the Xerox Welcome Center.

Power Saver Modes

The machine has energy saving features that significantly reduce the power consumption during inactivity. The <Power Saver> button is located on the upper-right portion of the control panel, and lights up when the power saving feature is enabled. The power saving feature operates in the following two modes.

- Low Power Mode
- Sleep Mode



Low Power Mode

The machine automatically switches to the Low Power Mode after a certain period of time from the last copy, fax, scan, or print operation. In this mode, the touch screen is turned off, and the Power Saver light is on. The Low Power Mode is cancelled when the <Power Saver> button on the control panel is pressed, or a fax or print job is received by the machine. The factory default setting of 2 minutes is customer changeable within the range of 2 to 60 minutes.

For more information, refer to *Auto Power Saver in the Setups chapter on page 190*.

Sleep Mode

The machine automatically switches to the Sleep Mode after the Low Power Mode continues for a certain period of time. The Sleep Mode has a reduced power consumption compared to Low Power Mode. In this mode, the touch screen is turned off, and the Power Saver light is on. The Sleep Mode is cancelled when the <Power Saver> button is pressed, or a fax or print job is received by the machine. The factory default setting of 2 minutes is customer changeable within the range of 2 to 60 minutes. The time specified for entering the Sleep Mode will be counted from when the machine enters the Low Power Mode.

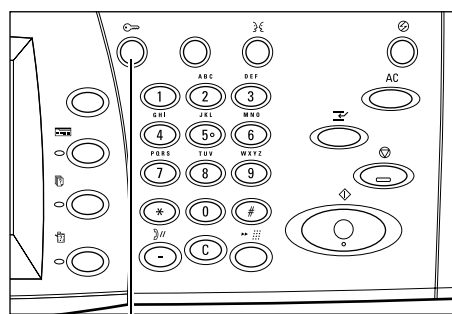
For more information, refer to *Auto Power Saver in the Setups chapter on page 190*.

NOTE: By default, the machine skips the Low Power Mode and switches directly to the Sleep Mode after 2 minutes of inactivity.

Changing the Default Time Settings

This section describes how to change the default time settings using the Key Operator access. If you need assistance or more information, contact the Key Operator or refer to *Machine Clock/Timers in the Setups chapter on page 189*.

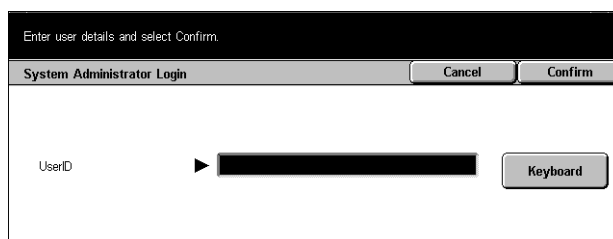
1. Press the <Log In/Out> button on the control panel.



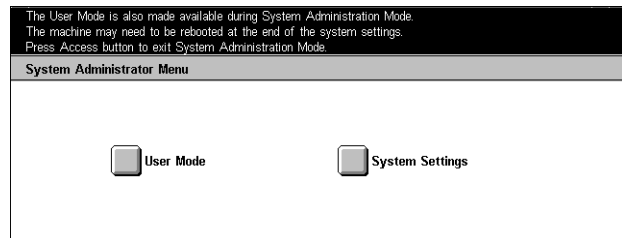
<Log In/Out> button

2. Enter the Key Operator ID using the numeric keypad on the control panel. Select [Confirm] on the [System Administrator Login] screen.

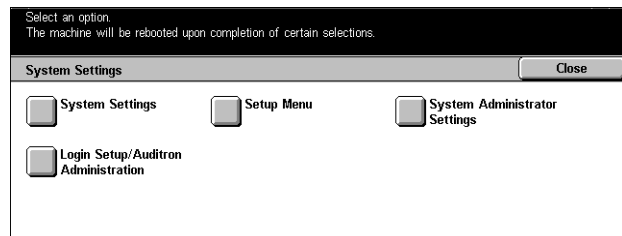
NOTE: The default Key Operator ID is "11111". If the Authentication feature is enabled, you may be required to enter a password. The default password is "x-admin".



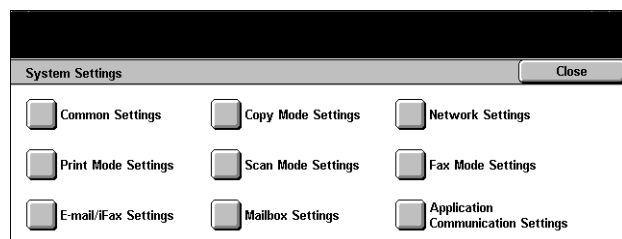
3. Select [System Settings] on the [System Administrator Menu] screen.



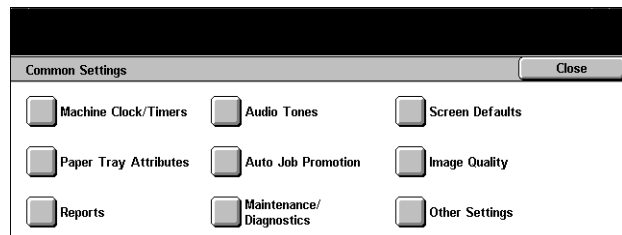
4. Select [System Settings] on the [System Settings] screen.



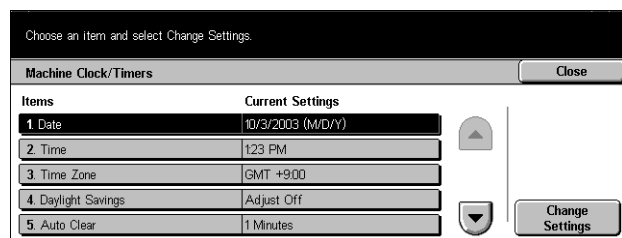
5. Select [Common Settings] on the [System Settings] screen.



6. Select [Machine Clock/Timers] on the [Common Settings] screen.



7. Select the required option.
8. Select [Change Settings].
9. Change the value using the scroll buttons or select required options.
10. Select [Save].



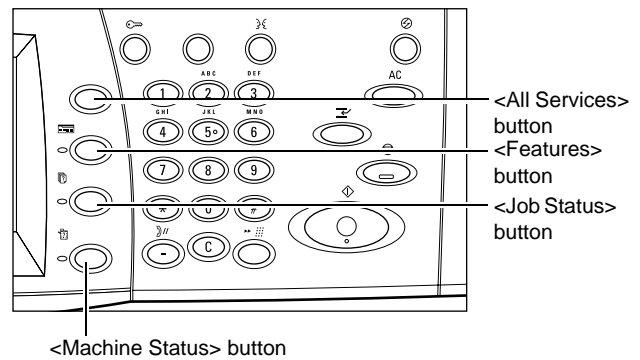
Modes

Use the buttons to access the screens which allow you to select features, monitor the status of jobs and obtain general information on the machine.

There are four buttons on the machine.

- All Services
- Features
- Job Status
- Machine Status

NOTE: These buttons do not respond when the machine is in the System Settings mode.

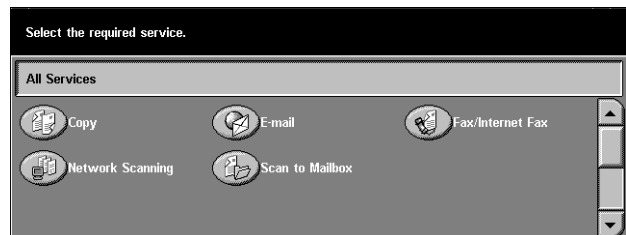


All Services

Use this button to access all the services available on the machine.

NOTE: The arrangement of service icons displayed on the screen can be changed by the Key Operator.

1. Press the <All Services> button on the control panel.



2. Use the scroll buttons to switch between screens.



Features

Use this button to go back one previous screen. If you are using the [Job Status] screen or [Machine Status] screen, press the <Features> button to return to the previous copy, fax, and scan feature screen. The copy, fax, or scan feature screen does not change, even if you press this button while you are in one of those screens. In this case, use the <All Services> button to select the copy, fax, or scan feature.

Job Status

Use this button to check the progress of a job, or display the log and detailed information of completed jobs. The newest job will be displayed at the top of the list. It can also check, delete, or print various special printings or the documents in the public mailbox of the machine. For more information, refer to *the Job Status chapter*.

Machine Status

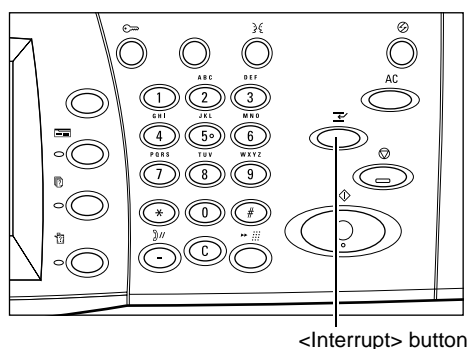
Use this button to check the machine status, the billing meter, the status of the toner cartridge or print various reports. For more information, refer to *the Machine Status chapter*.

Job Interrupt

Use this feature to temporarily suspend the currently processed job to allow an urgent job to be initiated.

NOTE: The machine identifies a convenient point to interrupt the current job.

1. Press the <Interrupt> button on the control panel.
2. Enter the commands for the new job you require.
3. Press the <Start> button on the control panel.
4. To restart the interrupted job, press the <Interrupt> button again and press the <Start> button.



NOTE: Interrupted jobs cannot be promoted, released or deleted in the Print Queue.

Recycled Paper

The use of recycled paper in the machine benefits the environment with no degradation in performance. Xerox recommends recycled paper with 20% post consumer content which can be obtained both through Xerox and other office suppliers. Contact your Xerox representative or go to www.xerox.com for more information on other types of recycled paper.

3 Copy

This chapter contains information on the copy screens and the features available.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

Copying Procedure

This section describes the basic copy procedure. Before making copies on the machine, confirm what is to be copied and the number of copies required. Follow the steps below.

1. *Load the Documents – page 43*
 2. *Select the Features – page 45*
 3. *Enter the Quantity – page 46*
 4. *Start the Copy Job – page 46*
 5. *Confirm the Copy Job in the Job Status – page 46*
- Stop the Copy Job – page 47*

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for further information, contact the Key Operator.

1. Load the Documents

Document input areas are as follows.

- Document feeder for single or multiple documents
- Document glass for single documents or bound originals

NOTE: The document glass cover will be fitted in the non-document feeder configuration.

NOTE: The machine automatically detects standard document sizes. The sizes that can be detected vary depending on the paper size table specified by the Key Operator. For more information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 198*. If the document is of a non-standard size or not identified as a standard size, the machine will prompt you to check the document or manually enter the document size. For information on how to enter a document size manually, refer to *Original Size on page 58*.

Document Feeder

The document feeder can hold up to 50 sheets of plain paper (16–32 lb bond or 38–128 g/m²). The document can be any size of 140–297 mm for width and 210–432 mm for length, and the standard sizes of A5–A3 SEF. Make sure the documents are in good condition and remove all staples or paper clips before loading. The document feeder senses standard sizes or you can manually enter a size using the [Scan Options] tab.

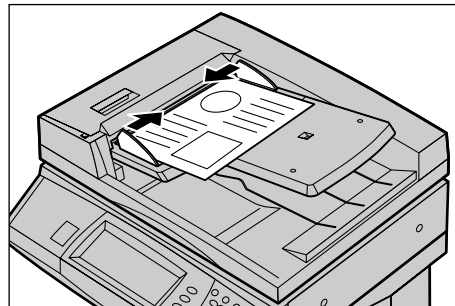
For information on how to copy mixed size originals using the document feeder, refer to *Mixed Size Originals on page 59*.

NOTE: To reduce the risk of document feeder jams, use the document glass to copy folded or creased documents. Replace folded or creased documents with the new copy.

The machine is capable of sequentially scanning mixed size documents using the document feeder. Align the documents against the top corner of the document feeder.

For information on how to copy mixed size originals using the document feeder, refer to *Mixed Size Originals on page 59*.

1. Before loading the documents into the document feeder, remove all staples and paper clips.
2. Insert the documents neatly into the document feeder, face up. The first page should be on top with the headings towards the back or left of the machine.
3. Place the stack in the middle of the guides aligning the left edge with the document feeder tray, and position the guides to just touch the edge of the documents.



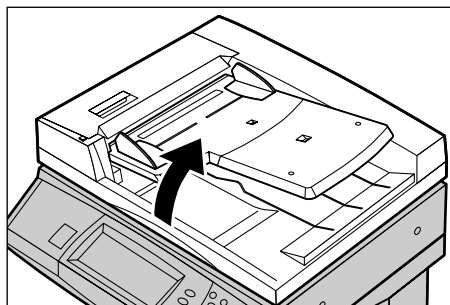
When [Auto] is selected in [Paper Supply], the machine automatically selects an appropriate tray according to the document size. The selected tray, paper size and orientation in the selected tray are displayed on the screen.

NOTE: This feature is available when the machine finds an appropriate tray. If there is no appropriate tray, temporarily use manual selection for the tray or use the bypass tray. For more information on tray selection, refer to *Paper Supply on page 49*.

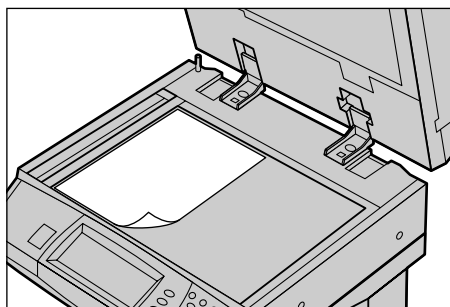
Document Glass

The document glass is used for a single page or bound document of 15–297 mm for width and 15–432 mm for length.

1. Raise the document feeder or the document glass cover.



2. Place the document face down on the document glass, aligned with the tip of the registration arrow near the top left of the document glass.
3. Lower the document feeder or the document glass cover.

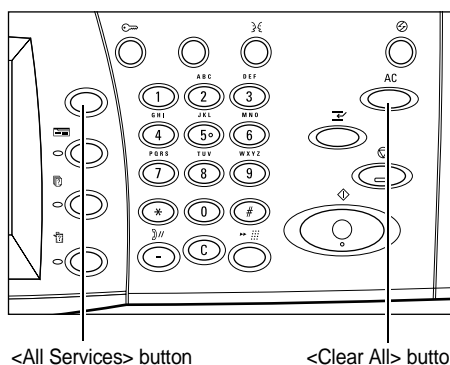


2. Select the Features

The features available on the [Basic Copying] screen are those used most often.

NOTE: Only those features relevant to the machine configuration will be available.

1. Press the <All Services> button on the control panel.



2. Select [Copy] on the [All Services] screen. Ensure that the [Basic Copying] screen is displayed.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.



3. Select the button for the feature required. If [More] is selected, select [Save] to confirm the selected feature or [Cancel] to return to the previous screen.

If necessary, select one of the tabs and configure the copy settings. For information on the individual tabs, refer to the following.

Basic Copying – page 47

Image Quality - Copy – page 54

Scan Options - Copy – page 56

Output Format - Copy – page 64

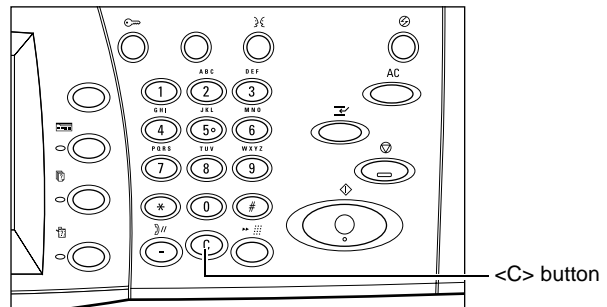
Job Assembly – page 73

3. Enter the Quantity

The maximum copy quantity is 999.

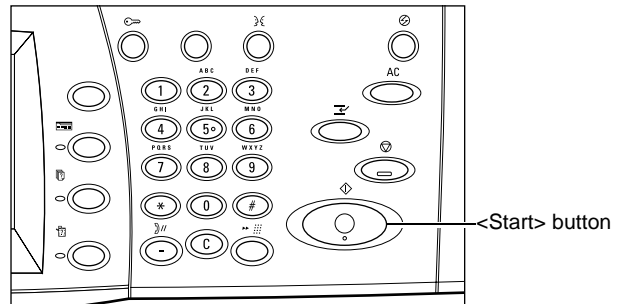
1. Use the numeric keypad to enter the number of copies required. The number entered is displayed in the upper right hand corner of the touch screen.

NOTE: To cancel an incorrect entry, press the <C> button and enter the correct quantity.



4. Start the Copy Job

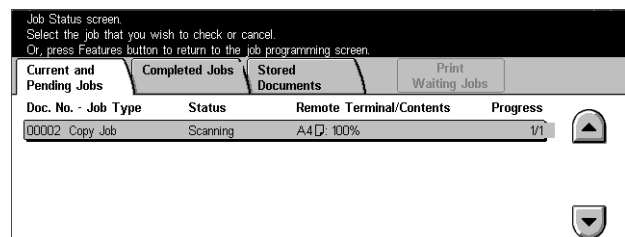
1. Press the <Start> button. Each document is scanned only once. The number of copies remaining is displayed in the upper right hand corner of the touch screen.



While copying, if the document feeder or document glass is ready and the machine is equipped with the optional hard disk, you can scan the next document or program the next job. While the machine is warming up, you can also program the next job.

5. Confirm the Copy Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.



The queued copy job will be displayed. If no job is displayed on the touch screen, it may have already been processed.

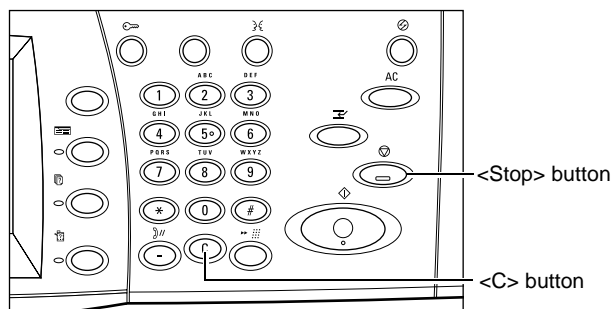
For more information, refer to *Current and Pending Jobs in the Job Status chapter on page 264*.

Stop the Copy Job

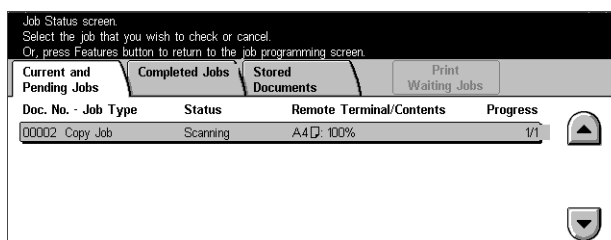
Follow the steps below to manually cancel the activated copy job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the current copy job.

NOTE: Select the <Start> button on the control panel to resume the suspended copy job.



2. If required, press <Job Status> button to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.
3. Press the <C> button on the control panel to delete the suspended copy job.



Basic Copying

This section describes the basic features for a copy job on the [Basic Copying] screen. For information on the features available, refer to the following.

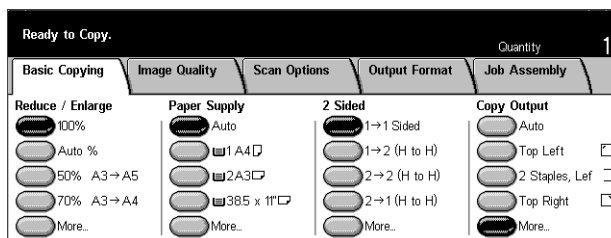
Reduce/Enlarge – page 48

Paper Supply – page 49

2 Sided – page 51

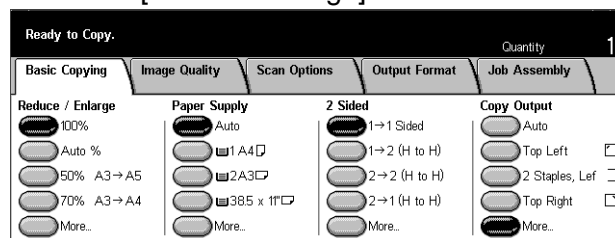
Copy Output – page 52

1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen. Ensure that the [Basic Copying] screen is displayed.
3. Select the required option.



Reduce/Enlarge

In addition to 100% size for copies, reduced or enlarged copies within the range of 25–400% can be produced by selecting one of the [Reduce/Enlarge] features.



100%

Makes copies at the same size as the document.

Auto %

Automatically reduces/enlarges the image of the document to fit on the paper size selected.

NOTE: If this option is enabled, you cannot select [Auto] in [Paper Supply], or [Auto Size Detect] for [Paper Size] in [Tray 5 (Bypass)]. The Tray 1 is selected automatically, even if [Auto] is selected in [Paper Supply]. If [Auto Size Detect] is selected for [Paper Size] in [Tray 5 (Bypass)], pressing the <Start> button will result in an error.

Presets

Allows you to select a reduction/enlargement ratio from the two most frequently used presets set up by the Key Operator.

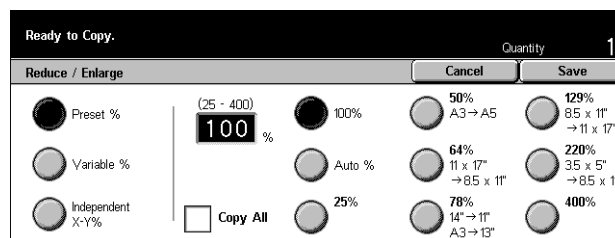
More

Displays the [Reduce/Enlarge] screen.

[Reduce/Enlarge] Screen

Allows you to select or specify the reduction/enlargement ratio on this screen.

1. Select [More] for [Reduce/Enlarge] features on the [Basic Copying] screen.
2. Select the required option.
3. Select [Save].



Preset %

- Presets – Allows you to select from seven preset enlarge/reduce ratios. The presets are set up by the Key Operator.
- Copy All – Reduces the image of documents slightly smaller than the selected reduction/enlargement ratio to copy all the image of documents onto the paper.

Variable %

Allows you to specify a reduction/enlargement ratio using the screen keypad or the scroll buttons on the touch screen within the range 25–400% in 1% increments.

Independent X–Y %

Allows you to specify a reduction/enlargement ratio individually for the width and length within the range of 25–400% in 1% increments.

- Auto – Automatically specifies the reduction/enlargement ratio individually for the width and length to fit on the paper.
- Auto(Copy All) – Enables the [Auto] feature and reduces the image of the document slightly smaller than the reduction /enlargement ratio to copy all the image of the document onto the paper.
- XY – Specifies the same ratio for the width and length at the same time.

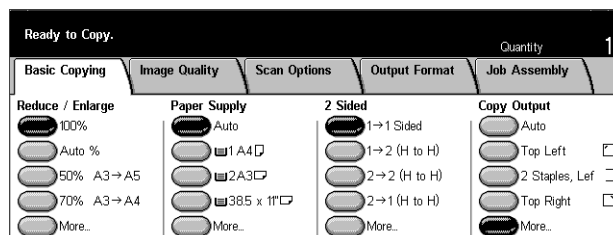
NOTE: When [Auto %] is selected, Tray 1 is selected automatically, even if [Auto] is selected in [Paper Supply].

Paper Supply

The available paper trays are displayed on the touch screen together with the media size and orientation preset for each tray.

When changing the size or type of media in the tray, the tray must be reprogrammed by the Key Operator to match the media being loaded. For more information on reprogramming the tray, contact the Key Operator.

For information on the sizes and types of media supported for the machine, refer to *the Paper and Other Media chapter*.



Auto

Allows you to select an appropriate tray automatically according to the document size, amount of reduction or enlargement, and related features settings.

NOTE: When [Auto %] is selected in [Reduce/Enlarge], even if [Auto] is selected in [Paper Supply], [100%] is selected automatically in [Reduce/Enlarge].

Presets

Allows you to select a paper tray from the three preset trays set up by the Key Operator. The tray number, paper size, and orientation are also displayed for all trays except Tray 5.

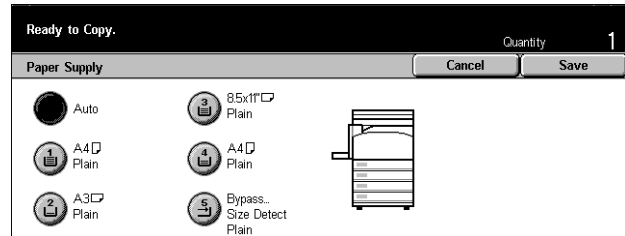
More

Displays the [Paper Supply] screen.

[Paper Supply] Screen

Allows you to select a paper tray from up to five preset trays including the bypass tray.

1. Select [More] for the [Paper Supply] feature on the [Basic Copying] screen.
2. Select the required option.
3. Select [Save].

**Auto**

Refer to the [Auto] option explained previously.

Presets

Allows you to select a paper tray from up to four presets.

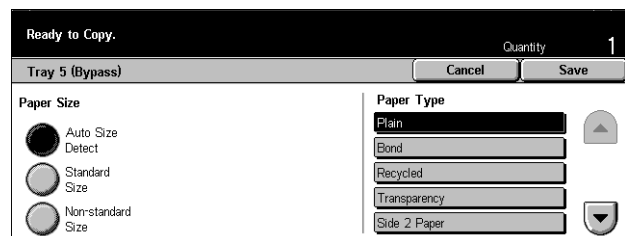
Bypass

Displays the [Tray 5 (Bypass)] screen.

[Tray 5 (Bypass)] Screen

You can temporarily use the bypass tray to load paper that is unavailable from the preprogrammed trays. Up to a 10 mm or 0.4 inch stack of paper (approximately 95 sheets of 80 g/m² paper) can be loaded into the bypass tray. Follow the steps below to make full use of the bypass tray.

1. Select [Bypass Tray] on the [Paper Supply] screen.
2. Select the required option.
3. Select [Save].

**Paper Size**

- Auto Size Detect – Automatically senses the paper size fed from the bypass tray.
- Standard Size – Displays the preset paper sizes on the touch screen, and allows you to select the paper size from the displayed paper size. The preset paper size is set up by Key Operator.
- Non-standard Size – Allows you to specify the width and length of paper size using the scroll buttons in 1 mm (0.1 inch) increments. The acceptable ranges of paper sizes are 89–297 mm (3.5–11.7 inches) for width and 99–432 mm (3.9–17.0 inches) for length.

Paper Type

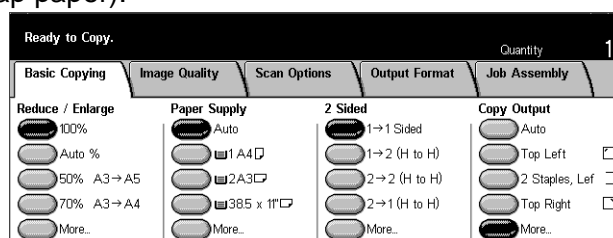
Select a paper type from the preset types displayed. The presets are set up by the Key Operator.

2 Sided

This feature allows you to automatically make double-sided copies from single or double-sided documents.

NOTE: Before using the feature, specify the document orientation to indicate top of the document in [Original Orientation] on the [Scan Options] screen.

NOTE: The double-sided copy option cannot be used with the following paper types: Transparency, Lightweight, Heavyweight, Labels, cover stock, as well as paper already printed on one side (i.e., scrap paper).



1 → 1 Sided

Produces single-sided copies from single-sided documents.

1 → 2 (H to H)

Produces double-sided copies from single-sided documents.

2 → 2 (H to H)

Produces double-sided copies from double-sided documents.

2 → 1 (H to H)

Produces single-sided copies from double-sided documents

NOTE: When using the document glass for [1 → 2 (H to H)] or [2 → 2 (H to H)], the machine will display a message when it is ready to scan the next document.

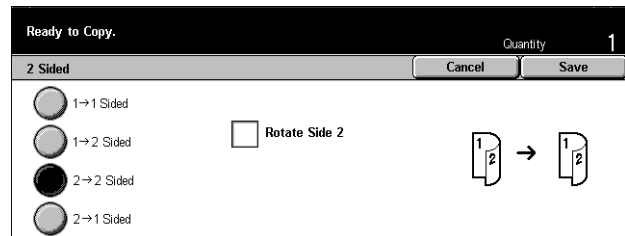
More

Displays the [2 Sided] screen.

[2 Sided] Screen

Allows you to select the previous option and whether to rotate side 2 pages head to toe on the printouts.

1. Select [More] for [2 Sided] feature on the [Basic Copying] screen.
2. Select the required option.
3. Select [Save].



Rotate Side 2

Select this check box to rotate side 2 of the printouts head to toe.

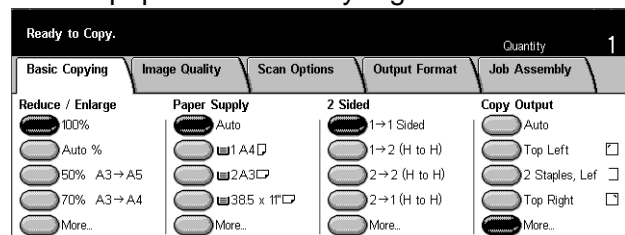
NOTE: This option is available only for [1 → 2 (H to H)] and [2 → 2 (H to H)].

Copy Output

This feature allows you to sort copy outputs. If the optional finisher has been installed, the stapling feature is also available. You can select the staple position on the copy output.

NOTE: The features displayed on the screen vary if the finisher is not installed.

NOTE: If the correct size paper is not loaded in the machine when the stapling feature is applied to a copy or print job, a paper size error may occur while processing the job. When this happens, the finisher contains the wrong size paper already processed up to this point. If the machine displays “The paper size/orientation currently loaded in Tray 5 (Bypass) is different from the setting:” or “The paper size/orientation in Tray X is different from the selected size. Load xxx” on the touch screen, open the Finisher Top Cover and remove the wrong size paper, load the correct size paper in a tray, and restart the job. If you simply replace the paper in a tray and resume the job without removing the processed paper in the finisher, the machine will staple the wrong size paper still in the finisher and the correct size paper from the tray together.



Auto

Automatically applies either [Collated] or [Uncollated] for sorting copy output. The [Collated] option is applied when you use the document feeder or you have enabled [Bound Originals], [Covers], [Blank Separators + N Sets], [Stapling], [Build Job], [Sample Set], or [Booklet Creation]. For all other options, [Uncollated] is applied.

Top Left

Staples the top left corner of the output.

2 Staples Left

Staples two positions on the left of the output.

Top Right

Staples the top right corner of the output.

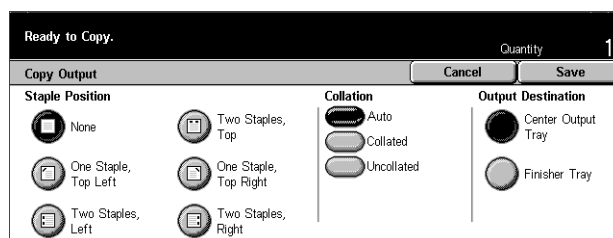
More

Displays the [Copy Output] Screen.

[Copy Output] Screen

Allows you to select the sorting method for your output and specify the output tray.

1. Select [More] for [Copy Output] feature on the [Basic Copying] screen.
2. Select the required option.
3. Select [Save].

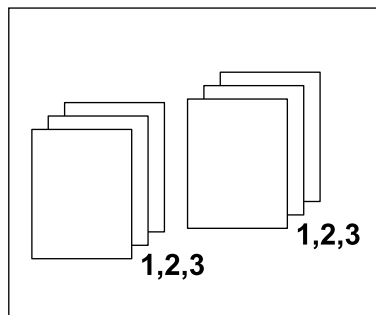


Staple Position

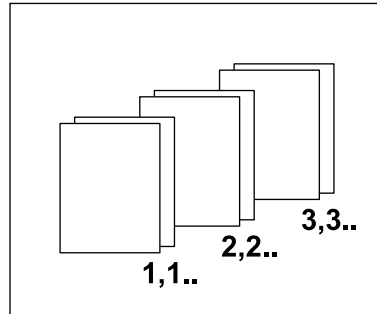
Select one of the five options displayed to specify the staple position.

Collation

- Auto – Automatically applies sorting methods for copy output. Refer to the [Auto] option explained previously.
- Collated – Delivers the specified number of copy sets in the same order as the documents. For example, two copies of a three-page document are delivered in the order 1-2-3, 1-2-3.



- **Uncollated** – Delivers the copies in stacks based on the number of copies required for each document. For example, two copies of a three-page document are delivered in the order 1-1, 2-2, 3-3.



Output Destination

Select an output tray for the copy job from [Center Output Tray] and [Finisher Tray].

Image Quality - Copy

This section describes the features used to adjust the quality of the output image using the Image Quality options. For more information on the features available, refer to the following.

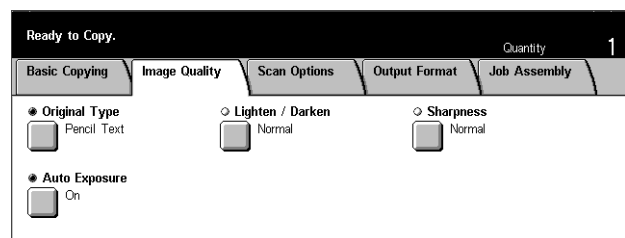
Original Type – page 54

Lighten/Darken – page 55

Sharpness – page 55

Auto Exposure – page 56

1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Image Quality] tab.
4. Select the required option.



Original Type

This feature allows you to copy at optimum image quality by selecting the type of the original documents.

1. Select [Original Type] on the [Image Quality] screen.
2. Select the required option.
3. Select [Save].



Text

Use this option to copy documents that contain text only. Select this option when text must be clearly copied.

Text & Photo

Use this option to copy documents that contain both text and photographs. Text and photographs are automatically identified and an appropriate quality mode is selected for individual areas.

Photo

Use this option to copy documents that contain photographs only.

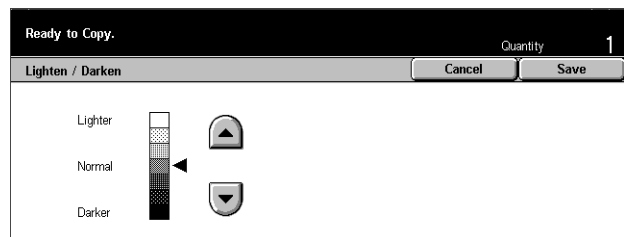
Pencil Text

Use this option to copy documents written in pencil. These images are light and difficult to see and are therefore printed darker.

Lighten/Darken

This feature allows you to select the density for copying documents.

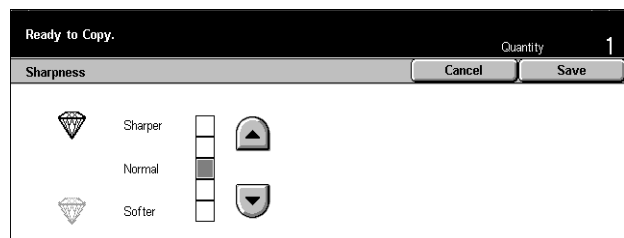
1. Select [Lighten/Darken] on the [Image Quality] screen.
2. Select the density level.
3. Select [Save].



Sharpness

This feature allows you to increase or decrease the sharpness level of fine lines and edges.

1. Select [Sharpness] on the [Image Quality] screen.
2. Select the sharpness level.
3. Select [Save].

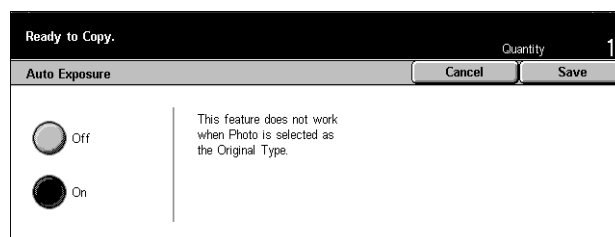


Auto Exposure

This feature allows you to specify whether or not to suppress the background color of documents when copying.

NOTE: This feature is disabled when selecting [Photo] on the [Original Type] screen.

1. Select [Auto Exposure] on the [Image Quality] screen.
2. Select [On] to enable the feature.
3. Select [Save].



Scan Options - Copy

This section describes the [Scan Options] used to adjust the layout. For more information on the features available, refer to the following.

Bound Originals – page 57

2 Sided Book Copy – page 58

Original Size – page 58

Mixed Size Originals – page 59

Border Erase – page 59

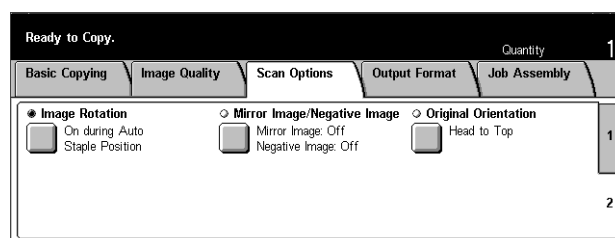
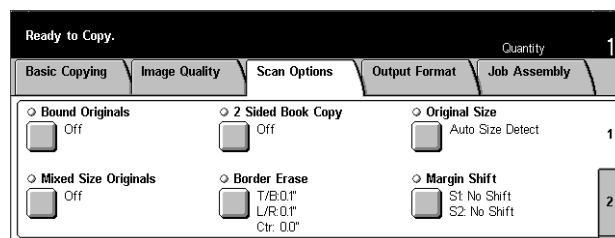
Margin Shift – page 60

Image Rotation – page 62

Mirror Image/Negative Image – page 63

Original Orientation – page 64

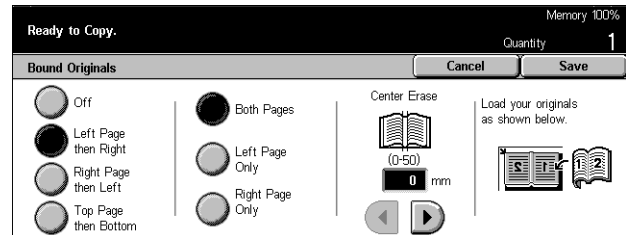
1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Scan Options] tab. Use the side tabs to switch between screens.
4. Select the required option.



Bound Originals

This feature allows you to copy facing pages of a bound document using the document glass. The two pages will be copied onto two separate pages.

1. Select [Bound Originals] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].



NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Copies both pages of an open book from left to right.

Right Page then Left

Copies both pages of an open book from right to left.

Top Page then Bottom

Copies both pages of an open book from top to bottom.

Both Pages

Copies both pages of an open book.

Left Page Only

Copies only the left-side page of an open book.

Right Page Only

Copies only the right-side page of an open book.

Top Page Only

Copies only the upper-side of an open book.

Bottom Page Only

Copies only the lower-side of an open book.

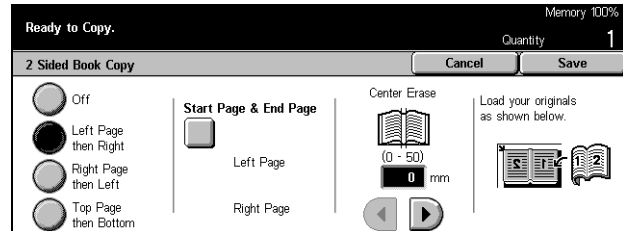
Center Erase

Erases printing of the center gutter area of the book that tends to be shadowed. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0–50 mm (0.0–2.0 inches) in 1 mm or 0.1 inch increments.

2 Sided Book Copy

This feature allows you to make double-sided copies from bound documents using the document glass. A blank sheet is automatically inserted as the first page.

1. Select [2 Sided Book Copy] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].



NOTE: This feature and the [Bound Originals] feature cannot be activated simultaneously.

Off

Disables the feature.

Left Page then Right

Copies both pages of an open book from left to right.

Right Page then left

Copies both pages of an open book from right to left.

Top Page then Bottom

Copies both pages of an open book from top to bottom.

Start Page & End Page

Displays the [2 Sided Book Copy - Start Page & End Page] screen.

Specifies the front or back of the page to be the starting or ending side for copying. The specified page sides must be identified using the bound originals.

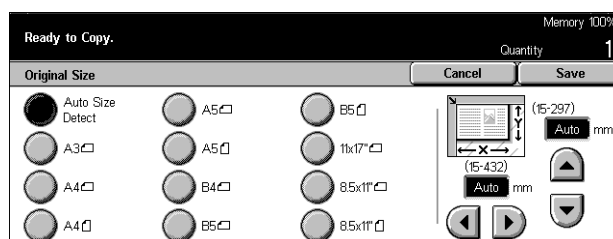
Center Erase

Erases printing of the center gutter area of the book that tends to be shadowed. Use the scroll buttons to specify the area to be erased from the center of an open book within the range of 0–50 mm (0.0–2.0 inches) in 1mm (0.1 inch) increments.

Original Size

Using this feature, the size of the document can be automatically detected, selected from a list of preset sizes, or manually specified using the custom option. If Custom is used, documents will be copied according to the specified size regardless of their actual size.

1. Select [Original Size] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].



Auto Size Detect

Automatically detects the size of standard sized documents.

Presets

Select from the 11 preset standard sizes in portrait or landscape orientations. The presets are set up by the Key Operator.

Custom

Specify the document size manually using scroll buttons within the ranges of 15–297 mm (0.6–11.7 inches) for width and 15–432 mm (0.6–17.0 inches) for length.

Mixed Size Originals

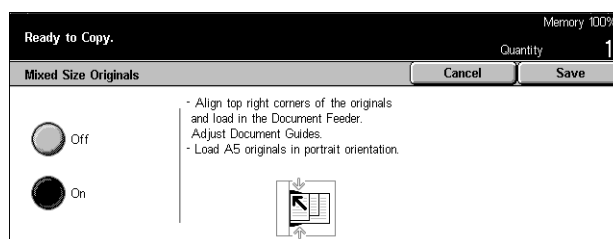
This feature allows you to load different size documents in the document feeder at the same time.

NOTE: To enable the feature, select [Auto Size Detect] on the [Original Size] screen.

NOTE: To use this feature, the document orientation must be specified to indicate top of the document in [Original Orientation] on the [Output Format] screen.

NOTE: When loading standard size documents, you may still see a message asking you to manually input the document size. Follow the messages to input the size manually. Load mixed size documents short edge first.

1. Select [Mixed Size Originals] on the [Scan Options] screen.
2. Select [On] to enable the feature.
3. Select [Save].



NOTE: If you disable this feature and make copies of the mixed sized originals, the size of first page will be the size for all the copies.

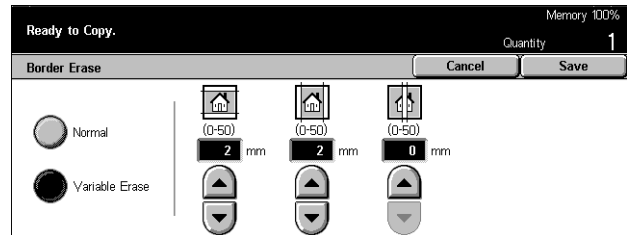
Border Erase

This feature allows you to erase black shadows or unwanted marks such as hole punch marks from each edge or the center of the copy.

NOTE: If you do not use this feature when copying bound documents or copying documents with the cover open, black shadows may appear around the edge or in the center of the copies.

NOTE: To use this feature, the document orientation must be specified to indicate top of the document for [Original Orientation] on the [Output Format] screen.

1. Select [Border Erase] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].



Normal

Use the preset values to select the amount to be erased from the edge or center of the documents. Presets are set up by the Key Operator. If you do not want to erase any edge and/or center width, select [Variable Erase] and select 0.0 using the scroll buttons.

Variable Erase

Allows you to adjust the amount of deletion from the edge or center of the documents. Enter the amount you want to erase from the top, bottom, right, left, and center margins. Up to 50 mm (2 inches) can be entered.

Margin Shift

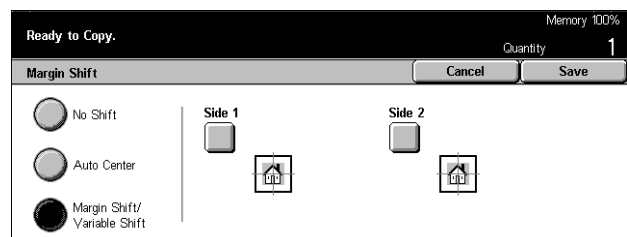
This feature allows you to change the position of the image on an output page.

NOTE: To use this feature, the document orientation must be specified to indicate top of the document for [Original Orientation] on the [Output Format] screen.

NOTE: The amount of the image shift depends on the size of paper loaded in the machine.

NOTE: When [Mixed Size Originals] is selected, the amount shifted is determined by the image position of the first sheet and is applied to all subsequent sheets of the documents.

1. Select [Margin Shift] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].



No Shift

Disables the feature.

Auto Center

Automatically moves images to the center of the paper.

Margin Shift/Variable Shift

Automatically moves images by specified amounts on the paper. You can enter up to 50 mm (2 inches) for both dimensions.

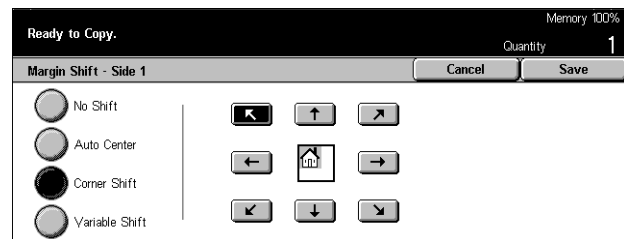
If your machine is configured to perform double-sided copies, you can select the options below for the front and back page copies, separately.

- Side 1 – Displays the [Margin Shift - Side 1] screen.
- Side 2 – Displays the [Margin Shift - Side 2] screen.

[Margin Shift - Side 1] Screen

Use this feature to move images on the Side 1 page.

1. Select [Margin Shift/Variable Shift] in the [Margin Shift] screen.
2. Select [Side 1] to display the [Margin Shift - Side 1] screen.
3. Select the required option.
4. Select [Save]



No Shift

Disables the feature.

Auto Center

Automatically moves images to the center of the paper.

Corner Shift

Moves images to the corner of the paper. Select one of eight arrows to specify the direction for the movement.

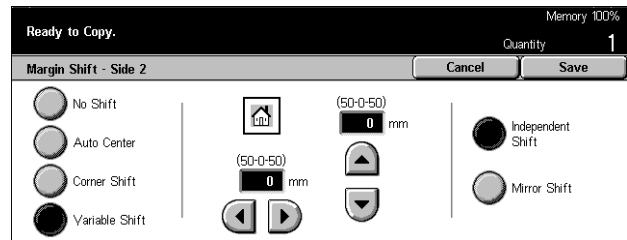
Variable Shift

Moves images by specified amounts on the paper. You can specify up to 50 mm (2 inches) for both dimensions using the scroll buttons.

[Margin Shift - Side 2] Screen

This feature allows you to move images on the Side 2 page.

1. Select [Margin Shift/Variable Shift] in the [Margin Shift] screen.
2. Select [Side 2] to display the [Margin Shift - Side 2] screen.
3. Select the required option.
4. Select [Save].



No Shift

Disables the feature.

Auto Center

Automatically moves images to the center of the paper.

Corner Shift

Moves images to the corner of the paper. Select one of eight arrows to specify the direction for the movement.

Variable Shift

Moves images by specified amounts on the paper. You can specify up to 50 mm (2 inches) for both dimensions using the scroll buttons.

Independent Shift

Allows you to make settings for Side 2 independently from the settings for Side 1.

Mirror Shift

Automatically places the image on the Side 2 page, matching the position of the image on the Side 1 page.

Image Rotation

This feature allows you to automatically rotate the image to match the orientation of the paper in the tray.

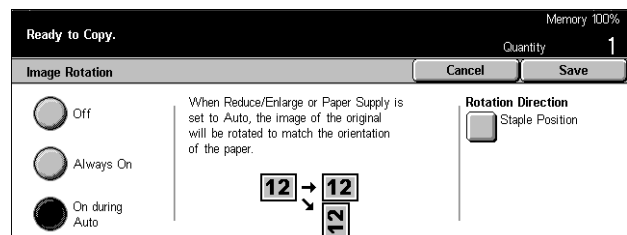
1. Select [Image Rotation] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].

Off

Disables the feature.

Always On

Rotates an image every time.

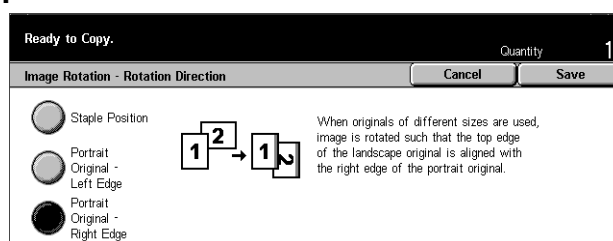


On during Auto

Rotates an image only when selecting [Auto] in the [Paper Supply] or [Reduce/Enlarge] features.

Rotation Direction

Displays the [Image Rotation - Rotation Direction] screen.

[Image Rotation - Rotation Direction] Screen

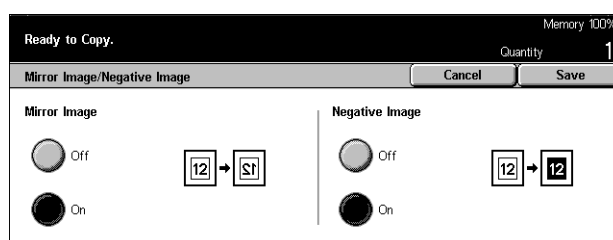
Use this screen to determine the edge of the copy paper where the top of the document image is aligned when documents are of mixed orientation. The following options are available:

- Staple Position – Rotates the image depending on the staple position. This option is available only when the finisher is installed to on the machine.
- Portrait Orientation - Left Edge – Rotates the image to align the top of a landscape document with the left side of a portrait document.
- Portrait Orientation - Right Edge – Rotates the image to align the top of a landscape document with the right side of a portrait document.

Mirror Image/Negative Image

This screen offers you two different features: mirroring the image or inverting the image.

1. Select [Mirror Image/Negative Image] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].

**Mirror Image**

Select [On] to create a mirror image of the document.

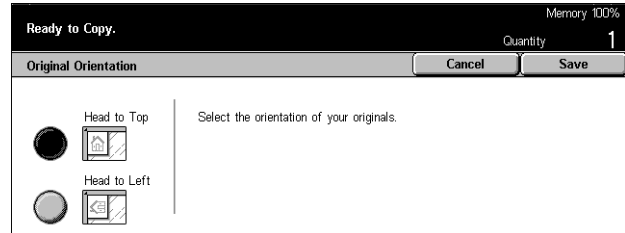
Negative Image

Select [On] to invert all the black images on the page to white and all the white images to black.

Original Orientation

This feature allows you to specify the orientation of the documents. The document orientation must be specified before using the following features: Independent X-Y %, 2 Sided, Mixed Size Originals, Border Erase, Margin Shift, Multiple-Up, Repeat Image.

1. Select [Original Orientation] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].



Head to Top

Select this option when the top of the document is orientated towards the back of the machine.

Head to Left

Select this option when the top of the document is orientated towards the left of the machine.

Output Format - Copy

This section describes features that enhance the appearance of a copy job. For more information on the features available, refer to the following.

Booklet Creation – page 65

Covers – page 67

Transparency Separators – page 68

Multiple-Up – page 69

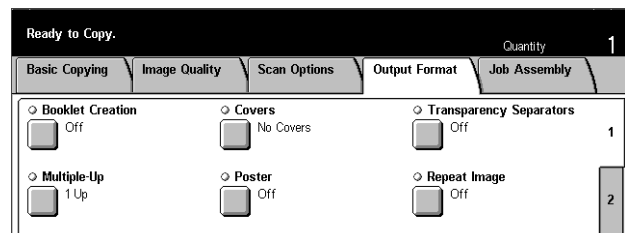
Poster – page 69

Repeat Image – page 70

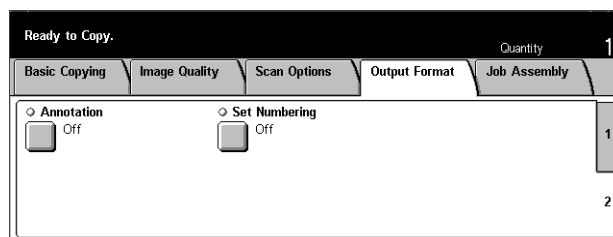
Annotation – page 71

Set Numbering – page 72

1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Output Format] tab. Use the side tabs to switch between screens.



4. Select the required option.

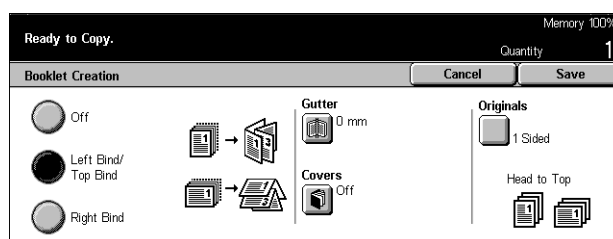


Booklet Creation

This feature allows you to print the images side by side, on both sides of each page in the correct order to make a booklet. Fold the copies in half and staple in the middle to create a finished booklet.

NOTE: If the number of document pages is a multiple of four, the booklet will not have blank pages. Otherwise the extra pages in the book will be blank.

1. Select [Booklet Creation] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

Left Bind/Top Bind

Make a booklet that opens to the left or upward.

Right Bind

Makes a booklet that opens to the right.

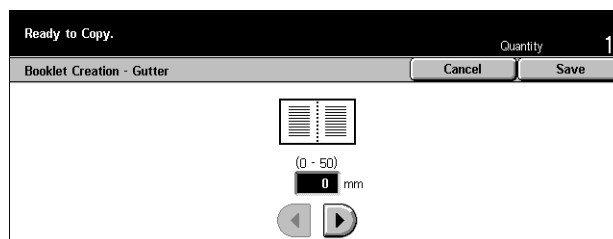
Gutter

Displays the [Booklet Creation - Gutter] screen.

[Booklet Creation - Gutter] Screen

Allows you to specify the amount of inside margin in 1 mm (0.1 inch) increments between 0 to 50 mm (0.0–2.0 inches) using the scroll buttons.

1. Select [Booklet Creation - Gutter] on the [Booklet Creation] screen.
2. Perform the necessary operations.
3. Select [Save].



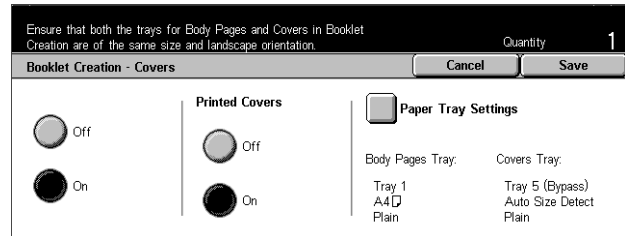
Covers

Displays the [Booklet Creation - Covers] screen.

[Booklet Creation - Covers] Screen

Allows you to select the required option to add a cover sheet to the booklet.

1. Select [Booklet Creation - Covers] on the [Booklet Creation] screen.
2. Select the required option.
3. Select [Save].



Off

Makes a booklet without a cover sheet.

On

Adds a cover sheet to the booklet from the cover stock tray. When selected, the [Printed Covers] option becomes available.

Printed Covers

- Off – Adds a blank cover to the booklet automatically.
- On – Copies the first page of the set of documents onto the cover stock. You must add blank sheets to the set of documents if you want only the front or the back covers to be printed.

Paper Tray Settings

Displays the [Booklet Creation - Covers - Paper Tray Settings] screen. Select one of the presets to specify [Covers Tray] and [Body Pages Tray]. Five presets including bypass tray are available for each. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 50*.

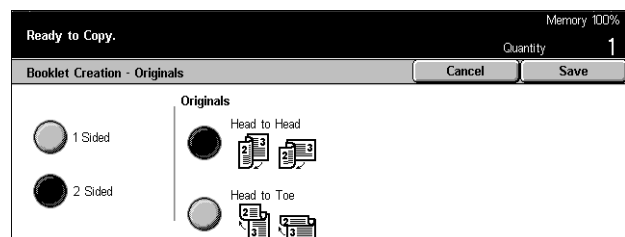
Originals

Displays the [Booklet Creation - Originals] screen.

[Booklet Creation - Originals] Screen

Allows you to specify the type of the documents being used to make booklets.

1. Select [Booklet Creation - Originals] on the [Booklet Creation] screen.
2. Select the required option.
3. Select [Save].



1 Sided

Use to copy single-sided documents.

2 Sided

Use to copy double-sided documents. When selected, the [Originals] option is available.

Originals

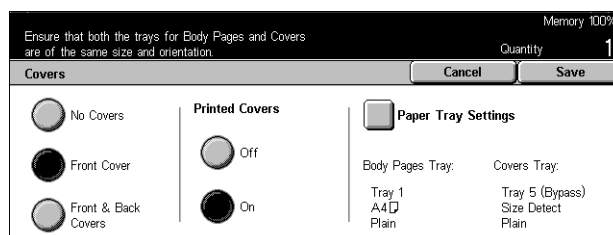
- **Head to Head** – Select if your documents are head to head, with the binding edge on the left side.
- **Head to Toe** – Select if your documents are head to toe, with the binding edge on the top edge.

Covers

This feature allows you to add paper or card covers to a copy job.

NOTE: If the machine's memory becomes full while scanning a document with this feature enabled, follow the instructions on the screen to cancel the job. Delete the stored documents or reduce the amount of pages to free some memory and try scanning again.

1. Select [Covers] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].

**No Covers**

Disables the feature.

Front Cover

Makes copies with a different type of paper specified as the cover page before the first page of documents.

Front & Back Covers

Makes copies with a different type of paper specified as the cover page before the first page and after the last page of documents.

Printed Covers

- **Off** – Adds a blank cover to the documents.
- **On** – Copies the first and last pages of the documents onto the cover stock. If you want only the front or the back cover to be blank, add a blank sheet to the first or last of the documents accordingly.

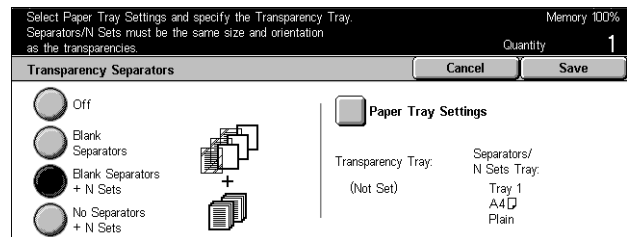
Paper Tray Settings

Displays the [Covers - Paper Tray Settings] Screen. Select one of the presets to specify the [Covers Tray] and the [Body Pages Tray]. The paper loaded in the trays selected for [Covers Tray] and [Body Pages Tray] should be the same size and orientation. Five presets including [Bypass Tray] are available for each. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 50*.

Transparency Separators

This feature allows you to copy onto transparency stock, to place dividers between the pages, and to make hard copy sets for handouts.

1. Select [Transparency Separators] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

Blank Separators

Places a blank sheet of paper between each transparency sheet.

Blank Separators + N Sets

Copies one set of transparencies with blank dividers, along with sets of paper copies for handouts.

No Separators + N Sets

Copies one set of transparencies with no dividers, along with sets of paper copies for handouts.

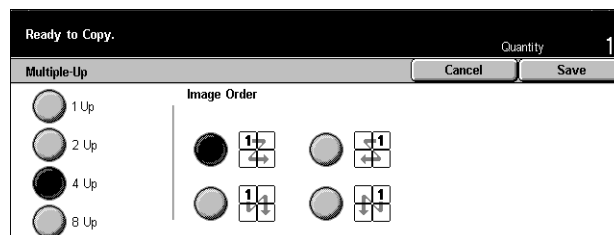
Paper Tray Settings

Displays the [Transparency Separators - Paper Tray Settings] Screen. Select one of the presets to specify the [Transparency Tray] and the [Separators/N Sets Tray]. Five presets including [Bypass Tray] are available for each. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 50*.

Multiple-Up

This feature allows you to copy two, four or eight independent documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to print them on one page.

1. Select [Multiple-Up] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



1 Up

Disables the feature.

2 Up

Copies two documents onto one sheet of paper.

4 Up

Copies four documents onto one sheet of paper.

8 Up

Copies eight documents onto one sheet of paper.

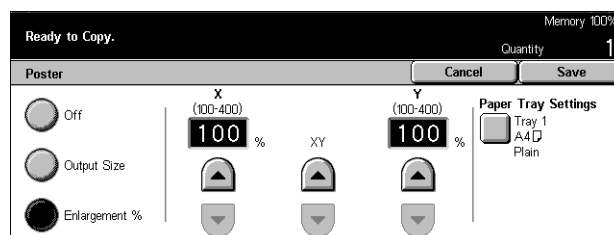
Image Order

Sets how to lay out the documents on a page. For [2 Up], you can select either [Left to Right/Head to Toe] or [Right to Left/Head to Toe]. For [4 Up] or [8 Up], you can select either [Left Start Horizontal], [Right Start Horizontal], [Left Start Vertical], or [Right Start Vertical].

Poster

This feature allows you to divide and enlarge an original document, and to copy each divided part onto multiple sheets of paper. You can paste them all together to make one large poster.

1. Select [Poster] on the [Output Format] screen.
2. Perform the necessary operations.
3. Select [Save].



NOTE: The machine automatically overlaps partitioned images when copying to allow for cutting and pasting. The overlap width is set at 10 mm (0.4 inch).

Off

Disables the feature.

Output Size

Specifies the size of poster you want to make by selecting one of the presets that are listed on the touch screen. The machine automatically calculates the magnification and decides how many sheets are needed for the job.

Enlargement %

Use scroll buttons to enter the magnification rates for the length and width of a document separately, within the range of 100–400% in 1% increments. The machine automatically decides how many sheets are needed for the job.

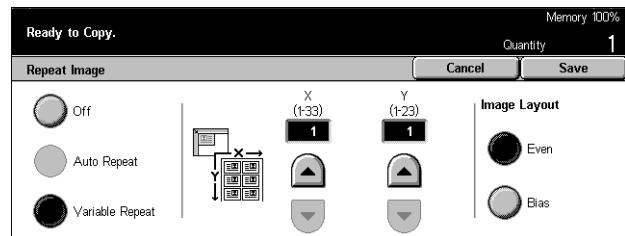
Paper Tray Settings

Displays the [Poster - Paper Tray Settings] screen. Select one of the presets on the screen to specify the tray for the job. Five presets including [Tray 5 (Bypass)] are available. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 50*.

Repeat Image

This feature allows you to print an original image repeatedly onto one sheet of paper.

1. Select [Repeat Image] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].

**Off**

Disables the feature.

Auto Repeat

Automatically calculates the number of times to repeat vertically or horizontally from document size, stock size, and magnification.

Variable Repeat

Allows you to use the scroll buttons to manually enter the number of times to repeat the image vertically or horizontally. Between 1 to 23 for vertical repeat, and 1 to 33 for horizontal repeat can be set.

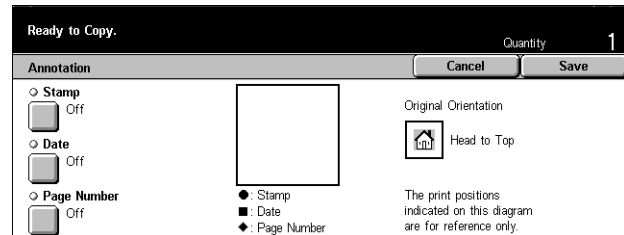
Image Layout

- Even – Copies the repeated images equally on the paper.
- Bias – Copies the repeated images on the paper with no spaces between the images.

Annotation

This feature allows you to add the date, page numbers, and a predetermined phrase to the copy outputs.

1. Select [Annotation] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].



Stamp

Displays the [Annotation Stamp] screen. Use this screen to add a predetermined phrase such as 'Confidential', 'Draft' etc. to the output. The following options are available:

- Off – Disables the feature.
- On – Enables the feature.
- Text – Displays the [Annotation - Stamp - Text] screen. Select the predetermined phrase you wish to print on the copies.
- Position – Displays the [Annotation - Stamp - Position] screen. Select where to stamp on each page.
- Print On – Displays the [Annotation - Stamp - Print On] screen. Specify which of the pages you wish to print on, from [First Page Only], or [All pages].

Date

Displays the [Annotation - Date] screen. Use this screen to print the current date on the copies based on the selections made. The following options are available:

- Off – Disables the feature.
- On – Enables the feature.
- Print On – Displays the [Annotation - Date - Print On] screen. Specify which pages you wish to print the date on, from [First Page Only], or [All Pages].
- Position – Displays the [Annotation - Date - Position] screen. Select where to place the date on the page.

Page Number

Displays the [Annotation - Page Number] screen. Use this screen to print page numbers on the copies. The following options are available.

- Off – Disables the feature.
- On – Enables the feature.

- **Style** – Displays the [Annotation - Page Number - Style] screen. Select a style for the page number. If you select a [1/N, 2/N, 3/N] option, the [N: Total Pages] option displays. Select [Auto] to enable the machine to count the page automatically to find the total, or select [Enter Number] to manually enter the total number of pages. The number is then printed after the individual page number.
- **Position** – Displays the [Annotation - Page Number - Position] screen. Select where to place the page number on the page.
- **Print On** – Displays the [Annotation - Page Number - Print On] screen. Specify pages which require the page number, and the initial page number to use. The range of numbering pages is selectable from [All Pages] and [Enter First page Number]. If you select [All Pages], a [Start Number] must be entered using the scroll buttons or the numeric keypad. If you select [Enter First page Number], manually enter [Start Page] and [Start Number].
Select [Include Cover/Separators] when you want to print the page number on the cover page or the divider.

Set Numbering

This feature allows you to add information such as a control number, predetermined text and the machine serial number to copy output.

1. Select [Set Numbering] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].

Control Number

Numbers the documents and prints sequential numbers on the copies. The [Set Numbering - Control Number] screen is displayed and the following options are available:

- **Off** – Disables the feature.
- **On** – Enables the feature. You can input up to 999 as a start number.

Text

Prints one of the prefixed phrases on the copies. The [Set Numbering - Text] screen is displayed and the following options are available:

- **Off** – Disables the feature.
- **On** – Enables the feature. Select [Copy Prohibited], [Copy] or [Duplicate] for the phrase.

User Account Number

Prints the User Account No when the Authentication or Auditron Administration feature is enabled.

Date and Time

Prints the date and time that the copy job started on each of the copies. The [Set Numbering - Date and Time] screen is displayed. Select [On] to enable the feature.

Serial Number

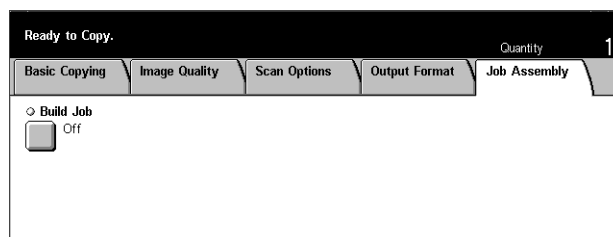
Prints the serial number of the machine on the copies. The [Set Numbering - Serial Number] screen displays. Select [On] to enable the feature.

Job Assembly

This section describes how to make settings on the [Build Job] feature. For more information on the feature, refer to the following.

Build Job – page 73

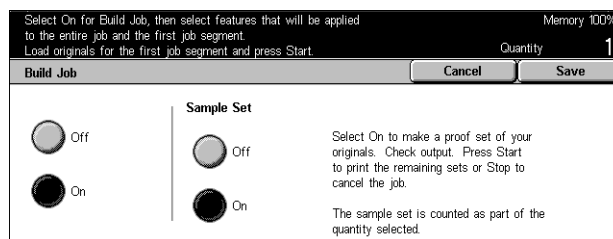
1. Press the <All Services> button on the control panel.
2. Select [Copy] on the touch screen.
3. Select the [Job Assembly] tab.



Build Job

This feature allows you to make copies with different settings for individual or groups of pages but still run the job as a single job. For example, if a job consists of some sections with text and some with photos, you can select the appropriate settings to be applied to each section and then print them at one time. You can also print only one set of the job prior to printing out the whole quantity. This will allow you to check the print result and adjust the settings if necessary.

1. Select [Build Job] on the [Job Assembly] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

Enables the feature.

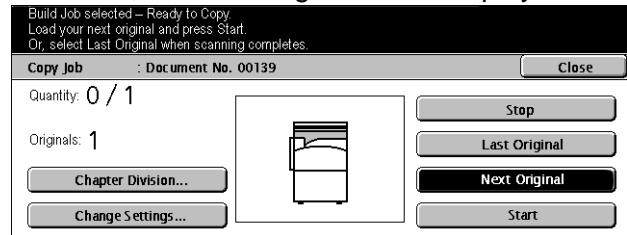
Sample Set

Prints one set of the job prior to printing the whole quantity. You can choose whether or not to print more sets after checking the print result.

- Off – Disables the feature.
- On – Enables the feature. After copying one set of the job, the job is suspended. Select [Start] to copy the remaining sets or [Stop] to stop the job.

NOTE: Copies produced by [Sample Set] are counted towards the total copy count.

After each section of the document is scanned, the following screen is displayed.



Chapter Division

Displays the [Chapter Division/Separators] screen. The following options are available.

- Off – Disables the feature.
- Chapter Division – Automatically splits chapters. When using the double-sided copy option, the first page of the next set is copied onto the front of the paper. This means the back of last paper copied will be blank, if the last page of previous set is odd.
- Separators – Automatically splits chapters and places a separator page between chapters. Select one of the five presets for [Separators Tray] including the bypass tray to specify the tray for separator pages. For more information on the bypass tray, refer to *[Tray 5 (Bypass)] Screen on page 50*.

Change Settings

Allows you to change the settings on the [Change Settings] screen before scanning the next section. Press the <Start> button on the control panel to start scanning.

Stop

Deletes the copy job controlled by the [Build Job] feature.

Last Original

Select this option to indicate that you have finished scanning the whole job.

Next Original

Select this option to sequentially scan more sections for the job.

Start

Starts scanning the next section.

4 Fax/Internet Fax

This chapter contains information on the fax screens and the fax features available. In addition to conventional fax features, the machine offers you a Direct Fax feature and an Internet Fax feature. Direct Fax allows you to transmit faxes directly from PC clients. Internet Fax allows you to send scanned images by e-mail over the Internet or intranet. For more information on Direct Fax, refer to Fax Driver On-line Help on the CentreWare CD-ROM. For more information on Internet Fax, refer to the System Administration Guide.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

NOTE: When setting up Fax options, users in European countries and North American countries may be required to set the country code for the line. Specify the country referring to the chapter on Other Settings. Also refer to *Country Code for Fax Option* on page 343.

Fax/Internet Fax Procedure

This section describes the basic procedure for sending faxes and Internet Faxes. Follow the steps below.

1. *Load the Documents* – page 75
 2. *Select the Features* – page 76
 3. *Specify the Destination* – page 77
 4. *Start the Fax/Internet Fax Job* – page 77
 5. *Confirm the Fax/Internet Fax Job in the Job Status* – page 78
- Stop the Fax/Internet Fax Job* – page 78

NOTE: If the Authentication feature is enabled, you may need an account number before using the machine. To get an account number or for more information, contact the Key Operator.

NOTE: For information on using Direct Fax from PC clients, refer to Fax Driver On-line Help on the CentreWare CD-ROM.

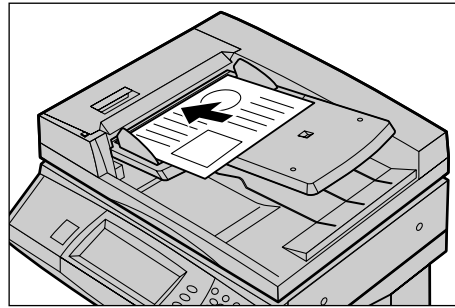
1. Load the Documents

The following steps explain how to load documents using the document feeder. When sending a fax, you can scan up to 600 mm in length (single-sided mode). You can also use the document glass to send documents if required.

This machine is capable of scanning mixed size originals, using the document feeder. Align the documents against the inner corner of the document feeder; and enable the

Mixed Size Originals feature. For more information, refer to *Mixed Size Originals* on page 90.

1. Load documents face up into the document feeder or face down on the document glass.



NOTE: The long fax document scan feature has the following limitations.

- Only available when using the document feeder.
- Allows you to scan up to 600 mm (23.62 inches) in length.
- Not available in the double-sided mode.

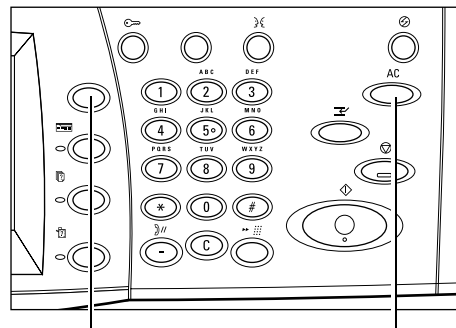
NOTE: In both single-sided and double-sided modes, scanning a document at its original size or smaller is recommended. An enlarged image may be cut off during transmission.

2. Select the Features

The features available on the [Basic Features] screen are those used most often.

NOTE: Only those features relevant to the machine configuration will be available.

1. Press the <All Services> button on the control panel.



<All Services> button

<Clear All> button

2. Select [Fax/Internet Fax] on the touch screen. Ensure that the [Basic Features] screen is displayed.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.



3. Press the <Clear All> button once on the control panel to cancel any previous selections.

4. Select the button for the feature required. If [More] is selected, select [Save] to confirm the selected feature or [Cancel] to return to the previous screen.

If necessary, press one of the tabs and configure the fax/Internet Fax settings. For information on the individual tabs, refer to the following.

Basic Features - Fax/Internet Fax – page 84

Image Quality - Fax/Internet Fax – page 87

Scan Options - Fax/Internet Fax – page 88

Send Options - Fax/Internet Fax – page 91

On-hook/Others - Fax – page 100

3. Specify the Destination

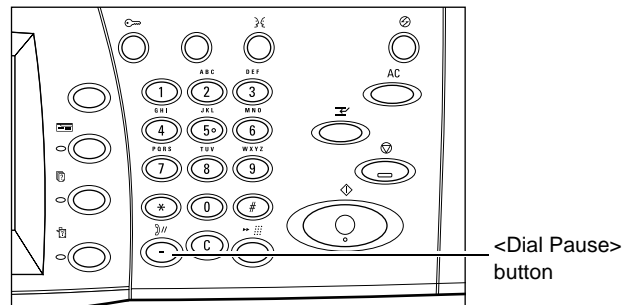
The following explains how to specify a destination. The machine allows the following dialing methods (fax numbers or e-mail addresses).

- Using the keypad on the control panel
- Using the [Address Book] (refer to *Address Book on page 79.*)
- Using the [Speed Dial] (refer to *Speed Dial on page 80.*)
- (For Internet Fax) Using the screen keyboard on the touch screen (refer to *Keyboard on page 81.*)

1. Enter the destination using any method from the above.

You can send a document to multiple destinations in a single operation. For more information, refer to *Next Recipient on page 79.*

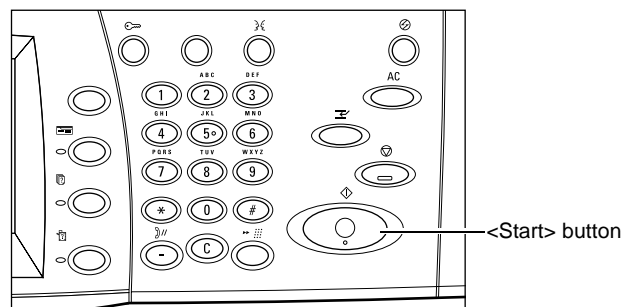
If you need to insert a pause in a fax number, for example when using a calling card, press the <Dial Pause> button. When you dial manually, <Dial Pause> is not required. You can simply wait for a voice prompt and proceed accordingly. For more information, refer to *Special Characters on page 83.*



4. Start the Fax/Internet Fax Job

1. Press the <Start> button to send the documents.

While your fax/Internet Fax is being processed, if the document feeder or document glass is ready and the machine is equipped with the optional hard disk, you can scan the



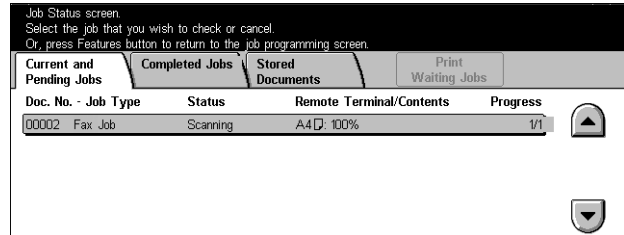
next document or program the next job. While the machine is warming up, you can also program the next job.

5. Confirm the Fax/Internet Fax Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

The queued fax/Internet Fax job will be displayed. If no job is displayed on the screen, it may have already been processed.

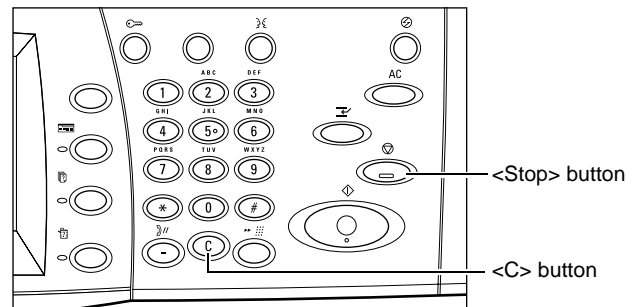
For more information, refer to *Current and Pending Jobs in the Job Status chapter on page 264*.



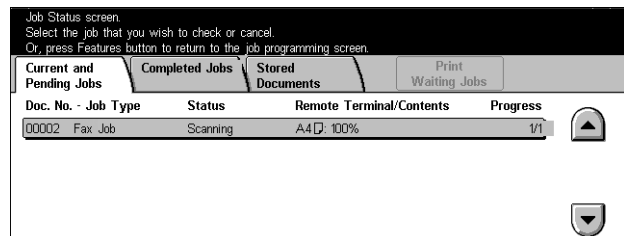
Stop the Fax/Internet Fax Job

Follow the steps below to manually cancel an activated fax/Internet Fax job.

1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the fax job while the document is being scanned.



2. If required, press the <Job Status> button on the control panel to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.



3. Press the <C> or <Clear All> button on the control panel to delete the suspended fax/Internet Fax job still being scanned. To resume the job, select [Start] on the touch screen or the <Start> button on the control panel.

NOTE: Once the transmission starts, you can stop the job only by selecting [Stop] on the touch screen. You cannot resume the canceled job after the transmission starts.

Specifying Destinations

This section describes how to specify destinations using the features available on the machine. For more information, refer to the following.

Next Recipient – page 79

Address Book – page 79

Speed Dial – page 80

Keyboard – page 81

Relay Broadcast – page 82

Special Characters – page 83

NOTE: You can specify destinations from any tab using the keypad on the control panel, [Speed Dial], and [Next Recipient].

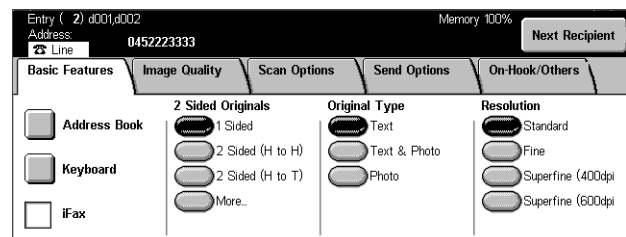
NOTE: You can also specify a combined destination without pressing the [Next Recipient] button, using the keypad on the control panel, [Speed Dial], and [Address Book].

Next Recipient

Use this feature to send the document to more than one destination. You can enter destinations using the numeric keypad or speed dialing. You can also use the [Address Book] to quickly look up and enter destinations registered for speed dialing.

The maximum number of destinations that you can designate at one time is 200.

1. Enter the first destination.
2. Select [Next Recipient].
3. Enter the next destination.
4. Repeat steps 2 and 3 as required.

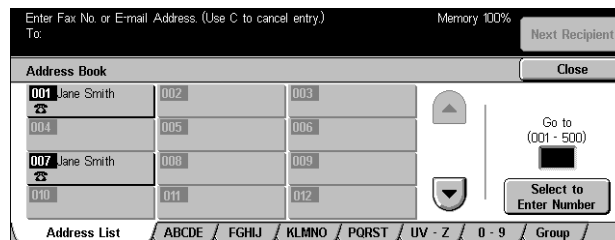


NOTE: You can return to the previous entry by pressing the <C> button on the control panel.

Address Book

Use this feature to quickly look up and enter the destinations registered for speed dialing. The destinations in the [Address Book] are listed by the speed dial codes they are assigned. You can also look up a destination by the index character (a letter or a number) assigned to the destination when registered for speed dialing. For information on how to register destinations for speed dialing, refer to *Address Book in the Setups chapter on page 247*.

1. Select [Address Book] on the [Basic Features] screen.
2. Select the destinations as required.



Address List

Lists all the destinations registered for speed dialing. You can look up a destination using [Go to] and [Select to Enter Number].

- Go to – The speed dial code you enter in this field is displayed at the top of the list. You can specify the code between 001–500.
- Enter Number – Displays a cursor in the [Go to] field when you select it. The screen changes automatically to display the speed dial code you entered in [Go to].

Letters

Locates a destination by the index letter assigned to it. The following five tabs are available: ABCDE, FGHIJ, KLMNO, PQRST, UV-Z.

0–9

Locates a destination by the index number assigned to it.

Group

Locates destinations registered in group codes.

Speed Dial

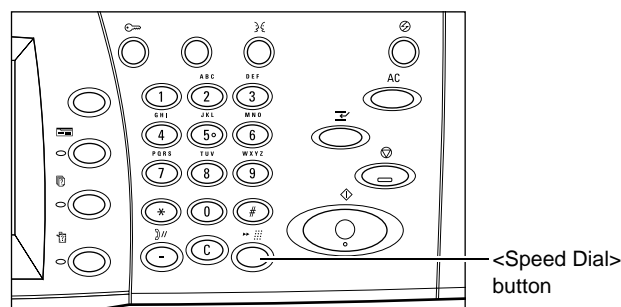
This feature allows you to select a destination quickly using a 3-digit code assigned to it. An asterisk (*) on the screen keypad or the control panel) can be used to specify multiple speed dial codes and a pound sign (#) to designate a group code.

Enter this data	Results
123	Dials the destination assigned to the speed dial code 123.
12*	Dials the speed dial codes 120–129. The asterisk (*) represents all numbers from 0 to 9.
***	Dials all speed dial codes registered in the machine.
#01	Dials the group code 01. A group code is a speed dial code that can contain up to 20 destinations and begins with a pound sign (#). Up to 50 group codes can be registered.

For information on how to register speed dial codes, refer to *Address Book in the Setups chapter on page 247*.

1. Press the <Speed Dial> button.
2. Enter a 3-digit code.

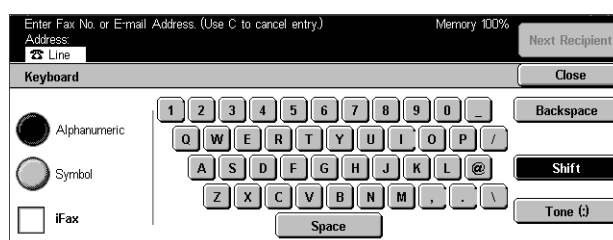
NOTE: If the 3-digit code entered is correct, the destination is displayed. If it is incorrect, you are prompted to re-enter a 3-digit code.



Keyboard

You can use the screen keyboard to enter text information such as an e-mail address. Two input modes are available: Alphanumeric and Symbol.

1. Select [Keyboard] on the [Basic Features] screen.
2. Select the keys on the screen to enter the required information.
3. Select [Save].



Alphanumeric

Displays number and letter keys on the screen.

Symbol

Displays symbol keys on the screen. For information on using symbols as special characters in fax numbers, refer to *Special Characters on page 83*.

Internet Fax

Switches transmission mode between the regular fax and the Internet Fax. Select this check box when using Internet Fax. For more information, refer to *Internet Fax on page 85*.

Backspace

Deletes the last character entered.

Shift

Switches between uppercase and lowercase letters.

Tone (:)

Switches between pulse dialing and tone dialing.

Relay Broadcast

This feature allows you to send a document to a remote machine, which then sends the document to multiple destinations registered in the remote machine for speed dialing. This can reduce transmission cost when the destinations are out of town or located in another country because you only need to send the document to the broadcasting machine.

The remote machine that broadcasts your document to multiple destinations is referred to as a relay station. You can specify multiple relay stations, or even ask the first station to relay your document to the secondary relay station, which then broadcasts the document to other destinations.

The following methods are available for relay broadcasting.

Fax Signals

The machine provides a unique method only for Xerox machines that have the relay broadcasting feature. Before sending a document, the remote machine that broadcasts your document needs to be registered as a relay station in a speed dial code on your machine. For more information on registering relay stations for speed dialing, refer to *Address Book in the Setups chapter on page 247*.

DTMF

You can manually enter DTMF codes as part of a fax number to specify a relay station and destinations that also understand DTMF codes. G3-compatible machines that allow manual sending can initiate relay broadcasting to the machine. For more information, refer to *Special Characters on page 83*.

F Code

Machines that support F Code and relay broadcasting features allow relay broadcasting operations using F Code. For more information, refer to *F Code on page 98*.

Internet Fax

You can send an Internet Fax document to an Internet Fax-capable relay station in a network, which converts the document to a regular fax and broadcasts it to destinations without an Internet Fax capability.

To send an Internet Fax document for relay broadcasting, specify the relay station's e-mail address as follows.

FAX=1234567890/T33S=777@wcm128.xerox.com

Where:

1234567890: The destination's fax number

777: The destination's F Code (if required)

wcm128: The host name of the relay station

xerox.com: The domain where the relay station is hosted

NOTE: To use this feature, the relay station must be set to use an SMTP server to receive e-mail.

Special Characters

You can enter special characters as part of a fax number to perform many functions when dialing the number. Some characters are used only when auto dialing, such as “:”, “!”, “/”, “-”, and “=”. Depending on the setup of the telephone and communication lines, some or all of the following characters can be used.

Character	Function	Description
-	Dial pause (to pause while dialing)	Inserts a pause in a fax number, for example when you are using a calling card. Press the <Dial Pause> button more than once to enter a longer pause.
/	Mask data (to protect confidential information)	Select [/] before and after entering confidential information to display as asterisks. This character must be preceded with “!” to be effective.
\	Screen mask	Masks the mailbox password on the screen with asterisks (*). Select [\] before and after entering a mailbox password.
:	Pulse-to-tone switch	Switches pulse dialing to tone dialing, for example when using an automated message recording system that requires tone signals.
'	Speed dial or group code	Indicates a 3-digit speed dial or group code. Place this character before and after the code.
< >	Communication line switch	Switches communication lines that include parameter data, where the parameter data include characters “0” to “9” or “,”. The parameter data must be placed between angle brackets (“<” and “>”).
=	Dial tone detection	Suspends dialing until a dial tone is detected.
S	Password check (for remote machine identification)	Use this character to verify that the correct number has been entered. The machine checks if the password you entered after “S” matches the fax number of the remote machine. If the match is confirmed the machine sends the document.
space	Readability improvement	Improves readability by inserting spaces in a telephone number, for example “1 234 5678” instead of “12345678”.
!	Start DTMF code signaling	Pauses regular fax dialing, and starts the DTMF (dual tone multi-frequency) method for sending documents to mailboxes on the remote machines.
\$	Wait for DTMF confirmation	Wait for a DTMF confirmation signal from the remote machine and proceed to the next step.

DTMF Method - Examples

The DTMF method uses combinations of special characters to send documents. See the following examples.

- Remote Mailbox – Sends a document to a mailbox on a remote machine.

Telephone number of remote machine	!*\$	Mailbox number of remote machine	##\	Mailbox password	\##\$
------------------------------------	------	----------------------------------	-----	------------------	-------

- Polling – Retrieves a document stored in a mailbox on a remote machine.

Telephone number of remote machine	!*\$	Mailbox number of remote machine	**\	Mailbox password	\##\$
------------------------------------	------	----------------------------------	-----	------------------	-------

- Relay Broadcast – Sends a document to a relay station which in turn sends it to multiple destinations.

Telephone number of remote machine	!*\$#\	Relay Send Number (RSN) of relay station	\#	Speed dial code for first destination	#	Speed dial code for second destination	##\$
------------------------------------	--------	--	----	---------------------------------------	---	--	------

- Remote Relay Broadcast - Sends a document via multiple relay stations. The last station broadcasts the document to the specified destinations.

Telephone number of remote machine	!*\$#\	Relay Send Number (RSN) of primary relay station	\#	Speed dial code for secondary relay station	#	Speed dial code for first destination	#	Speed dial code for second destination	##\$
------------------------------------	--------	--	----	---	---	---------------------------------------	---	--	------

Basic Features - Fax/Internet Fax

Use the [Basic Features] screen to select the basic features for a fax/Internet Fax job. For information on the features available, refer to the following.

Next Recipient – page 79

Address Book – page 79

Speed Dial – page 80

Keyboard – page 81

Special Characters – page 83

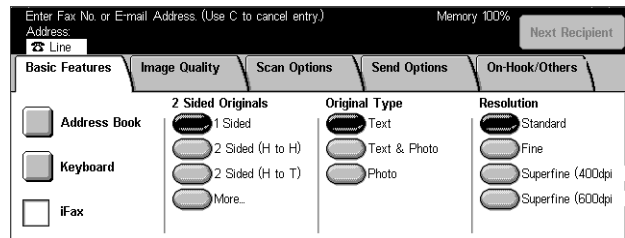
Internet Fax – page 85

2 Sided Originals – page 85

Resolution – page 86

Original Type – page 87

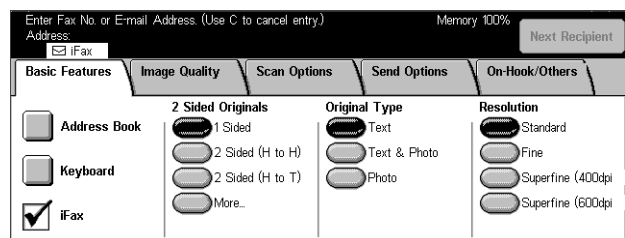
1. Press the <All Services> button on the control panel.
2. Select [Fax/Internet Fax] on the touch screen.
3. Select the required option.



Internet Fax

Use this feature to switch transmission modes between the regular fax and the Internet Fax.

1. Select the [Internet Fax] check box on the [Basic Features] screen. Select the check box again to revert to the regular fax mode.



Select this check box to transmit scanned images to fax machines over the Internet. The scanned images are transmitted as e-mail attachments. When using [Internet Fax], enter the e-mail address of the remote destination.

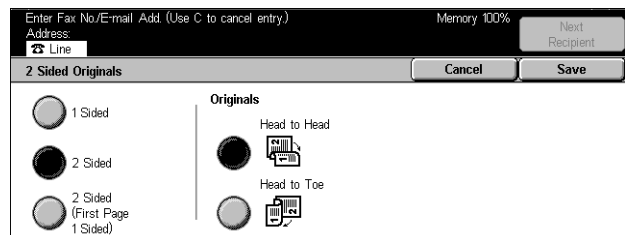
You can send an Internet Fax to a confidential mailbox on a remote machine, an Internet Fax-capable relay station for broadcasting to regular fax machines, or forward a faxed document stored in the machine's mailbox as e-mail using a job flow sheet. For more information, Refer to *[Mailbox] Screen on page 102*, *Internet Fax on page 81*, or *Document List in the Check Mailbox chapter on page 132*, respectively.

NOTE: The following features are not available for Internet Fax transmissions: [Priority Send/ Delayed Start]/[Send Header]/[Cover Note]/[Recipient Print Sets]/[Store for Polling]/ [Private Mailbox]/[Remote Mailbox]. You can use the F Code feature by specifying the F Code directly in the Internet Fax destination address. For more information on F Code, refer to *F Code on page 98*.

2 Sided Originals

Use this feature to specify whether the documents are single-sided or double-sided, and how documents are to be positioned.

1. Select [2 Sided Originals] on the [Basic Features] screen.
2. Select the required option.
3. Select [Save].



1 Sided

Scans single-sided documents.

2 Sided

Scans double-sided documents. When you select this option, [Originals] is displayed at the right side of the screen.

2 Sided (First Page 1 Sided)

Scans documents when the first page of the document is single-sided and the rest of the document is double-sided. When you select this option, [Originals] is displayed at the right side of the screen.

Originals

- Head to Head – Select to scan double-sided documents opened side by side.
- Head to Toe – Select to scan double-sided documents opened vertically.

Resolution

The scan resolution affects the quality of the fax the remote machine receives. A higher resolution yields better quality. A lower resolution reduces communication time.

Enter Fax No. or E-mail Address. (Use C to cancel entry.) Memory 100% Next Recipient

Address: 2 Line

Basic Features Image Quality Scan Options Send Options On Hook/Others

☐ Address Book ☒ 2 Sided Originals ☐ 1 Sided ☐ 2 Sided (H to H) ☐ 2 Sided (H to T) ☐ More...

☐ Keyboard ☐ Original Type ☒ Text ☐ Text & Photo ☐ Photo

☐ iFax ☐ Resolution ☒ Standard ☐ Fine ☐ Superfine (400dpi) ☐ Superfine (600dpi)

Standard

Scans documents with a resolution of 200 × 100 dpi. This option is recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos.

Fine

Scans documents with a resolution of 200 × 200 dpi. This option is recommended for line art and the best choice in most cases.

Superfine (400dpi)

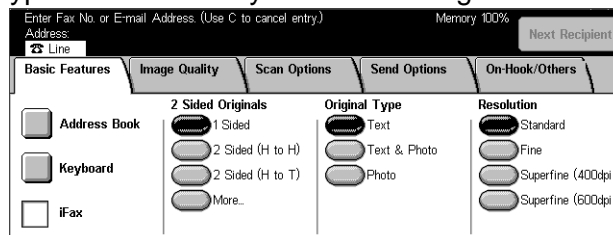
Scans documents with a resolution of 400 × 400 dpi. This option is recommended for photos and halftone illustrations, or grayscale images. It requires more communication time, but produces higher image quality.

Superfine (600dpi)

Scans documents with a resolution of 600 × 600 dpi. Use this option to produce the best image quality at the cost of increased transmission time.

Original Type

This feature allows you to select the type of documents you are scanning.



Text

Select this option for documents that contain text only.

Text & Photo

With this option, text and photographs are automatically identified and an appropriate quality mode is selected for the individual areas.

Photo

Select this option for documents that contain photographs only.

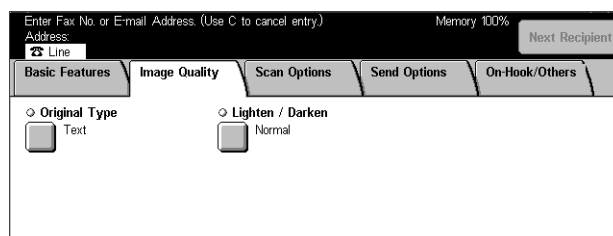
Image Quality - Fax/Internet Fax

You can also set [Original Type] or [Lighten/Darken] features as follows.

Original Type – page 87

Lighten/Darken – page 88

1. Press the <All Services> button on the control panel.
2. Select [Fax/Internet Fax] on the touch screen.
3. Select the [Image Quality] tab.
4. Select the required option.



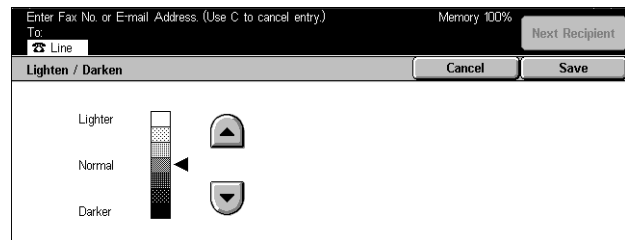
Original Type

This feature allows you to select the type of document you are scanning. This is the same feature found in the [Basic Features] tab of [Fax/Internet Fax].

For more information, refer to *Original Type* on page 87.

Lighten/Darken

This feature allows you to adjust the density of the scanned image in seven levels. Use the scroll buttons to increase or decrease the darkness.



Scan Options - Fax/Internet Fax

This section describes features to adjust the layout on the [Scan Options] screen. For information on the features available, refer to the following.

2 Sided Originals – page 85

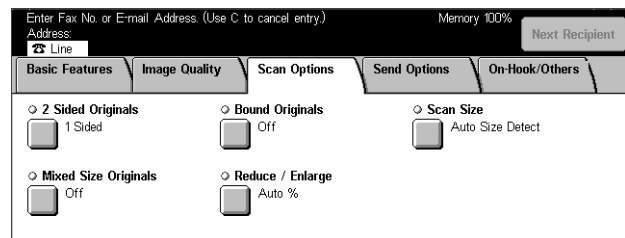
Bound Originals – page 88

Scan Size – page 89

Mixed Size Originals – page 90

Reduce/Enlarge – page 90

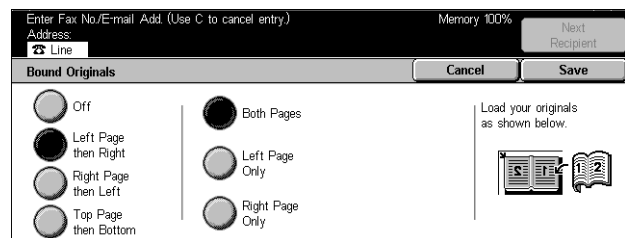
1. Press the <All Services> button on the control panel.
2. Select [Fax/Internet Fax] on the touch screen.
3. Select the [Scan Options] tab.
4. Select the required option.



Bound Originals

Use this feature to scan facing pages of a bound document in the correct page sequence, using the document glass. The facing pages will be scanned as two separate pages.

1. Select [Bound Originals] on the [Scan Options] screen.
2. Select the required options.
3. Select [Save].



NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Scans both pages of an open book from left to right.

Right Page then Left

Scans both pages of an open book from right to left.

Top Page then Bottom

Scans both pages of an open book from top to bottom.

Both Pages

Scans both pages of an open book and sends each page as a separate fax.

Left Page Only

Scans only the left-side page of an open book.

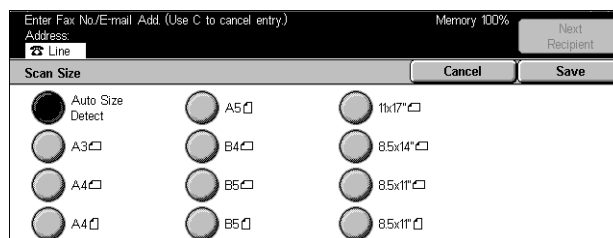
Right Page Only

Scans only the right-side page of an open book.

Scan Size

Using this feature, the size of the document can be automatically detected or selected from a list of preset sizes. If a preset size is selected, documents will be scanned according to the specified size regardless of their actual size.

1. Select [Scan Size] on the [Scan Options] screen.
2. Select a desired option.
3. Select [Save].

**Auto Size Detect**

Detects the size of the documents automatically.

Presets

Allows you to select from 11 preset standard sizes in Portrait and Landscape orientations. The presets are set up by the Key Operator.

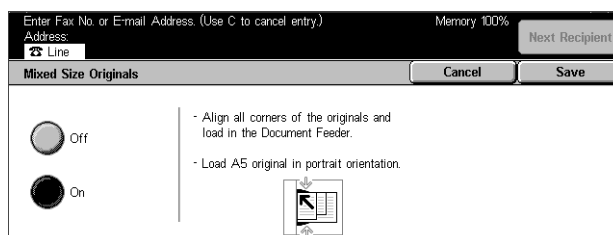
NOTE: Custom sizes cannot be set as presets.

Mixed Size Originals

This feature allows you to fax mixed sizes of documents using the document feeder. The machine senses the mixed size originals automatically and sends each document at the same size as the original.

NOTE: To enable the feature, select [Auto Size Detect] on the [Scan Size] screen.

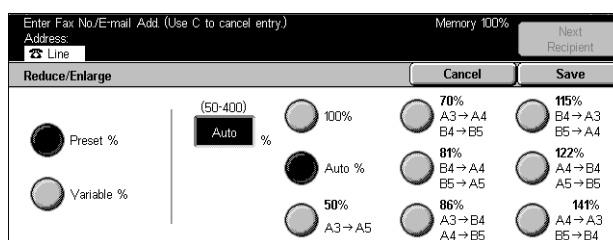
1. Select [Mixed Size Originals] on the [Scan Options] screen.
2. Select [On] to enable the feature.
3. Select [Save].



Reduce/Enlarge

This feature allows you to enlarge or reduce a scanned document to a specified ratio before sending.

1. Select [Reduce/Enlarge] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].



Preset %

- 100% – Sets the enlargement/reduction ratio to 100% (original size).
- Auto – After scanning the document with original size, automatically selects the enlargement/reduction ratio depending on the output size of the remote machine.
- Presets – Allows you to select the preset enlarge/reduce settings. Select one of these to specify the enlargement/reduction ratio. The presets are set up by the Key Operator.

Variable %

Allows you to specify an enlargement/reduction ratio within the range of 50 to 400%.

Send Options - Fax/Internet Fax

This section describes how to specify the transmission options on the [Send Options] screen. For information on the features available, refer to the following.

Communication Mode – page 91

Priority Send/Delayed Start – page 92

Send Header – page 93

Cover Note – page 94

Internet Fax Comment (Mail Contents) – page 95

Transmission Report: Read Status (MDN) and Send Status (DSN) – page 96

Recipient Print Sets – page 97

Remote Mailbox – page 97

F Code – page 98

Internet Fax Profile – page 99

1. Press the <All Services> button on the control panel.
2. Select [Fax/Internet Fax] on the touch screen.
3. Select the [Send Options] tab. Use the side tabs to switch screens.
4. Select the required option.

The screenshot shows the 'Send Options' screen with the 'Basic Features' tab selected. The settings are organized into two columns. The first column includes 'Communication Mode' (G3 Auto), 'Cover Note' (Off), and 'Recipient Print Sets' (1 Set(s)). The second column includes 'Priority Send/Delayed Start' (Priority Send: Off, Delayed Start: Off), 'iFax Comment(Mail Contents)' (Off), and 'iFax Profile' (TIFF-S). The 'Send Header' option is selected with a radio button. The 'Report/Read Status' option is set to 'Report: Off' and 'MDN: Off'. The screen is numbered 1 and 2 on the right side.

The screenshot shows the 'Send Options' screen with the 'Basic Features' tab selected. The settings are organized into two columns. The first column includes 'Recipient Print Sets' (1 Set(s)) and 'iFax Profile' (TIFF-S). The second column includes 'Remote Mailbox' (Off) and 'F Code' (Off). The screen is numbered 1 and 2 on the right side.

Communication Mode

Use this feature to select a communication mode for fax transmissions.

1. Select [Communication Mode] on the [Send Options] screen.
2. Select the required option.
3. Select [Save].

The screenshot shows the 'Communication Mode' selection screen. It has three radio button options: 'G3 Auto', 'F4800', and 'G4 Auto'. The 'G3 Auto' option is selected. To the right of the options, there is a note: 'This feature is not available for iFax recipients. However, the selected mode is applied to another iFax machine which is used as a relay station for fax transmission.' There are 'Cancel' and 'Save' buttons at the bottom right.

G3 Auto

Select this mode if the remote machine is G3 compatible. This mode is the one usually selected. The machine automatically switches modes depending on the capabilities of the remote machine.

F4800

Select this mode when transmitting over noisy or bad telephone lines, for example when sending international faxes. Can also be useful for transmitting over poor telephone lines domestically.

G4 Auto

Select this mode when relay broadcasting to Internet Fax destinations.

Priority Send/Delayed Start

These features allow you to set the priority and start time for fax and polling jobs. Although you can set [Delayed Start] in combination with [Priority Send], a fax will be sent at the time specified using the [Delayed Start] option.

NOTE: These features are not available for Internet Fax transmissions.

1. Select [Priority Send/Delayed Start] on the [Send Options] screen.
2. Perform the necessary operations.
3. Select [Save].

Enter Fax No./E-mail Add. (Use C to cancel entry) Memory 100% Next Recipient

Address: Line

Priority Send/Delayed Start Cancel Save

Priority Send Off On

Delayed Start Off On

Start Time 9:00 PM

Priority Send

- Off – Disables the feature.
- On – Sends or polls the job prior to the already stored documents.

Delayed Start

- Off – Disables the feature.
- On – Applies the delayed start time. When you select this option, [Start Time] is displayed at the right side of the screen.

Start Time

Displays the delayed start time, and displays the [Delayed Start - Start Time] screen to change the delayed start time.

[Delayed Start - Start Time] Screen

You can set the delayed start time using a 12-hour or 24-hour format. You cannot specify a date for transmission.

NOTE: The format of the start time can be set on the [Machine Clock/Timer] screen in the [System Settings]. [AM]/[PM] is displayed only when the 12-hour format is used. For more information, refer to *Machine Clock/Timers in the Setups chapter on page 189*.

1. Select [On] for [Delayed Start] on the [Priority Send/Delayed Start] screen.
2. Select [Start Time].
3. Set the delayed start time using the scroll buttons.
4. Select [Save].

AM

The delayed start time is before noon.

PM

The delayed start time is after noon.

Hours

Sets the hour of the delayed start time from 1 to 12.

Minutes

Sets the minutes of the delayed start time from 00 to 59.

Current Time

Displays the current time.

Send Header

Use this feature to add a remark ("RESEND" or space), the start time, the date of transmission, the sender name, the destination name, the fax number, and the quantity at the top of each page of the document.

NOTE: A regular fax sent from the United States must show this information.

NOTE: This feature is not available for Internet Fax transmissions.

1. Select [Send Header] on the [Send Options] screen.
2. Select the [On] to enable the feature.
3. Select [Save].

Cover Note

Use this feature to add a cover sheet to the document containing the following information: destination name, sender name, fax number, quantity, time and date, and remarks. You can also add comments using the same comment list as [Internet Fax Comment].

NOTE: This feature is not available for Internet Fax transmissions. For adding comments on Internet Fax, refer to *Internet Fax Comment (Mail Contents)* on page 95.

1. Select [Cover Note] on the [Send Options] screen.
2. Perform the necessary operations.

Off

Disables the feature.

On

Attaches a [Cover Note]. When you select this option, [Comment] is displayed at the right side of the screen.

Comment

Displays the status of [Recipient's Comment:] and [Sender's Comment:], and displays the [Comment] screens to specify comments. You can add two comments on a cover sheet: [Recipient's Comment:] and [Sender's Comment:]. You can specify the same comment in both screens.

[Comment - Recipient's Comment] Screen

1. Select [On] on the [Cover Note] screen.
2. Select [Comment].
3. Select [Recipient's Comment:].
4. Select [On] on the [Comment - Recipient's Comment] screen.
5. Select a comment from the comment list using the scroll buttons.
6. Select [Save].

No. Comment

Allows you to select a comment from the list of comments already registered.

For information on how to register comments, refer to *Comments in the Setups* chapter on page 253.

[Comment - Sender's Comment] Screen

The procedures are the same as the [Comment - Recipient's Comment:] screen.

Internet Fax Comment (Mail Contents)

This feature allows you to add comments to e-mail text. Information such as an authorized name and address, the number of scanned pages, the scanned size, and IP Address and serial number of the machine is automatically generated by the system and also contained in the text. This feature uses the same comment list as [Cover Note].

NOTE: This feature is not available for regular fax transmissions. For adding comments on a regular fax, refer to *Cover Note on page 94*.

1. Select [Internet Fax Comment (Mail Contents)] on the [Send Options] screen.
2. Perform the necessary operations.

Off

Disables the feature.

On

Attaches the Internet Fax Comment. When you select this option, [Comment 1] and [Comment 2] are displayed at the right side of the screen. You can specify the same comment in both screens.

Comment 1

Displays the [Comment 1] screen to specify comments.

Comment 2

Displays the [Comment 2] screen to specify comments.

[Comment 1] Screen

1. Select [On] on the [Internet Fax Comment] screen.
2. Select [Comment 1].
3. Select [On] on the [Comment 1] screen.
4. Select a comment from the comment list using the scroll buttons.
5. Select [Save].

Off

Disables the feature.

On

Adds the selected [Comment 1].

No. Comment

Allows you to select a comment from the list of comments already registered.

For information on how to register comments, refer to *Comments in the Setups chapter on page 253*.

[Comment 2] Screen

The procedures are the same as the [Comment 1] screen.

Transmission Report: Read Status (MDN) and Send Status (DSN)

These features allow you to print the transmission results report, and/or receive a notification e-mail that the Internet Fax you sent has been opened by the recipient (MDN) or delivered to the destination (DSN). Whether to use [Read Status (MDN)] or [Send Status (DSN)] can be selected on the [Internet Fax Control] screen in the [Fax Mode Settings]. For more information, refer to *Other Settings in the Setups chapter on page 239*. [Transmission Report] is used for regular faxes, and [Read Status (MDN)] and [Send Status (DSN)] are used for Internet Fax if the remote machine supports these features.

1. Select [Report/Read Status] or [Report/Send Status] on the [Send Options] screen.
2. Select the required option.
3. Select [Save].

Enter Fax No./E-mail Add. (Use C to cancel entry.) Memory 100% Next Recipient

Address: Line

Transmission Report/Read Status (MDN) Cancel Save

Transmission Report	Read Status (MDN)
<input type="radio"/> Off	<input type="radio"/> Off
<input type="radio"/> On	<input type="radio"/> On

The Transmission Report feature automatically prints a report after each fax transmission indicating the transmission result.
The Read Status feature is used to request the iFax recipient to send a confirmation mail to the sender indicating the iFax transmission result.

Transmission Report

- Off – Disables the feature.
- On – Outputs the result after the transmission is completed.

Read Status (MDN) or Send Status (DNS)

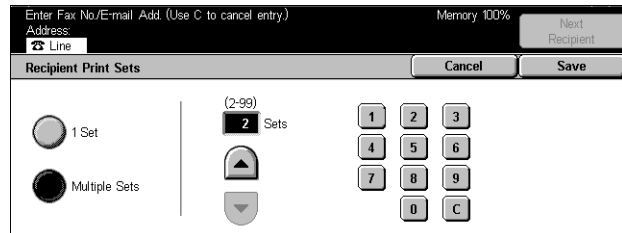
- Off – Disables the feature.
- On – Requests the mail delivery notification.

Recipient Print Sets

This feature allows you to specify the number of copies the remote machine will output. The number of copies can be between 1 and 99.

NOTE: This feature is not available for Internet Fax transmissions, and supported only on machines made by our company.

1. Select [Recipient Print Sets] on the [Send Options] screen.
2. Perform the necessary operations.
3. Select [Save].



1 Set

The remote machine will output one copy.

Multiple Sets

Allows you to specify the number of copies the remote machine will output.

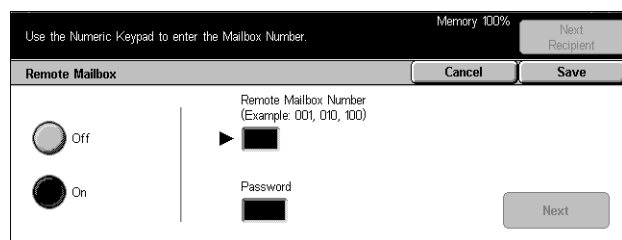
When you select [Multiple Sets], the scroll buttons and the numeric keypad are displayed at the right side of the screen to specify the number of copies.

Remote Mailbox

This feature allows you to access a mailbox on a remote machine to send and retrieve confidential documents. You must know the mailbox number and the password (if one is set up) to access the remote mailbox. For more information on how to retrieve confidential documents from a remote mailbox, refer to *Polling on page 100*.

NOTE: This feature is not available for Internet Fax transmissions.

1. Select [Remote Mailbox] on the [Send Options] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the feature.

On

Sets confidential transmissions. [Remote Mailbox Number] and [Password] are displayed at the right side of the screen.

- Remote Mailbox Number – Enter a mailbox number for the remote machine using the numeric keypad on the control panel. The mailbox number is a 3-digit code from 001 to 999.

- Password – Enter a password for the mailbox of the remote machine if required. The password is a 4-digit code.

Next

Sets the entered value and moves to the other entry field.

F Code

This feature enables fax transmissions using the F Code standard defined by the Communications and Information network Association of Japan. The F Code standard is based on Recommendation T.30 defined by ITU Telecommunication Standardization Sector (ITU-T), and allows communication with remote machines that support the same standard regardless of their manufacturers.

You must know the F Code and the password (if one is set up) of the remote machine before sending or retrieving a document. If you are retrieving a document from a remote machine, the machine holding the document must know the F Code (preceded with "0" to indicate the confidential fax transmission) and the password of your machine as well.

- Confidential sending using F Code

You can send a confidential fax document using F Code if a confidential mailbox is set up in the remote machine. You must know the remote machine's F Code and password (if set up) before sending the document.

Example:

F Code: 0 (to designate an F Code transmission) followed by the mailbox number

Password (if required): the password for the mailbox

- Confidential polling using F Code

You can send a polling request to receive a document from a remote machine using F Code if a confidential mailbox is set up in the remote machine to hold the document to be polled. When polling to receive a document from a remote machine, you must know the following information.

F Code: 0 (to designate an F Code transmission) followed by the remote machine's mailbox number in which the document to be polled to your machine is stored

Password (if required): the password for the remote machine's mailbox

The confidential document received by the machine is stored in a confidential mailbox. The machine can be set up to automatically print out a Mailbox Documents Report to show the number and name of the mailbox in which the document is stored. To receive a confidential document using F Code, the other party must know the following information.

F Code: 0 (to designate an F Code transmission) followed by the mailbox number on your machine

Password (if required): the password for the mailbox

NOTE: To retrieve a document from a remote machine, the polling feature must be enabled. For more information, refer to *Polling on page 100*.

NOTE: This feature is not displayed for Internet Fax transmissions. However, you can use the same feature by specifying an F Code directly in the Internet Fax destination address.

1. Select [F Code] on the [Send Options] screen.
2. Perform the necessary operations.
3. Select [Save].

Off

Disables the feature.

On

Sets the F Code transmission. [F Code] and [Password] are displayed at the right side of the screen.

- F Code – You can enter an F Code composed of spaces, numbers (0–9), and symbols (#, *) up to 20 characters. Enter the code using the numeric keypad on the control panel.
- Password – You can enter a password composed of spaces, numbers (0–9), and symbols (#, *) up to 20 characters. Enter the code using the numeric keypad on the control panel.

Next

Sets the entered value and moves to the other entry field.

Internet Fax Profile

This feature allows you to specify a profile to restrict the attribute information for transmissions between machines equipped with Internet Fax, such as image resolution and paper size.

NOTE: This feature is not available for regular fax transmissions.

1. Select [Internet Fax Profile] on the [Send Options] screen.
2. Select the required option.
3. Select [Save].

TIFF-S

This is the standard specification of Internet Fax for documents that are larger than A4. Automatically reduces the size to A4 for transmission.

- Data compression: MH
- Stored Document Size: A4

- Resolution: Standard, Fine

TIFF-F

Select this profile for sending super-fine, A3, or B4 documents.

- Data compression: MMR
- Stored Document Size: A4, B4, A3, letter, legal
- Resolution: Standard, Fine, Superfine (400dpi), Superfine (600dpi)

TIFF-J

Select this profile for sending documents in JBIG.

- Data compression: JBIG
- Stored Document Size: A4, B4, A3, letter, legal
- Resolution: Standard, Fine, Superfine (400dpi), Superfine (600dpi)

On-hook/Others - Fax

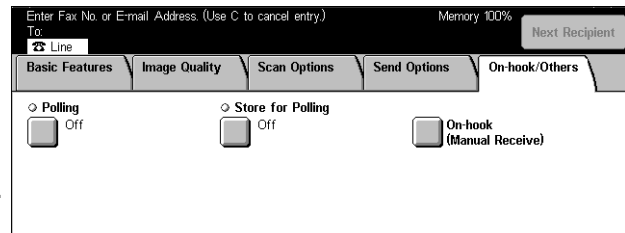
This section describes features on the [On-hook/Others] screen. For information, refer to the following.

Polling – page 100

Store for Polling – page 101

On-hook (Manual Send/Receive) – page 103

1. Press the <All Services> button on the control panel.
2. Select [Fax/Internet Fax] on the touch screen.
3. Select the [On-hook/Others] tab.
4. Select the required option.



Polling

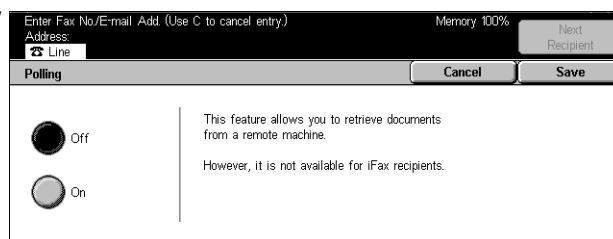
This feature allows you to retrieve a document from a remote machine, which is referred to as “polling”. The remote machine information is entered using the same method for sending faxes, but the [Polling] option is used to initiate retrieving the fax from the remote machine. You must know the mailbox number and the password (if set up) of the remote machine to retrieve the document.

NOTE: To poll a document from a remote machine, the remote mailbox feature must be enabled. For more information, refer to *Remote Mailbox on page 97*.

NOTE: The DTMF (dual tone multi-frequency) method and F Code (ITU-T subaddress) method can be also used to poll a document from a remote machine. For more information, refer to *Special Characters on page 83* or *F Code on page 98*.

NOTE: This feature is not available for Internet Fax transmissions.

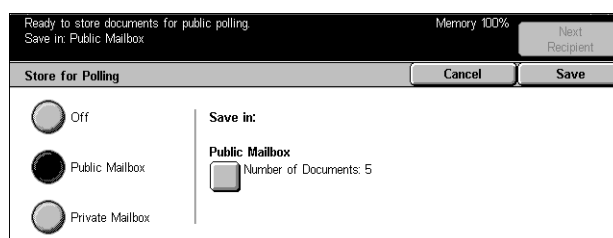
1. Select [Polling] on the [On-hook/Others] screen.
2. Select [On] to enable the feature.
3. Select [Save].



Store for Polling

This feature allows you to store documents in public and private mailboxes on the machine that a remote machine can retrieve later.

1. Select [Store for Polling] on the [On-hook/Others] screen.
2. Perform the necessary operations.



Off

Disables the feature.

Public Mailbox

Stores public documents which are available to be polled. When you select this option, [Save in: - Public Mailbox] is displayed at the right side of the screen.

Private Mailbox

Stores confidential documents in the private mailbox ready to be polled. When you select this option, [Save in: - Private Mailbox] is displayed at the right side of the screen.

Save in: - Public Mailbox

Displays the [Public Mailbox - Document List] screen to confirm the status or delete stored documents from the list.

Save in: - Private Mailbox

Displays the [Mailbox] screen to specify the mailbox for storing documents.

[Public Mailbox - Document List] Screen

Displays the list of stored documents for polling. You can also delete or print the documents in the list.

NOTE: You can also display this screen by pressing the <Job Status> button on the control panel, and selecting [Stored Documents] > [Public Mailbox] on the [Job Status] screen.

1. Select [Save in: - Public Mailbox] on the [Store for Polling] screen.
2. Perform the necessary operations.
3. Select [Save].

Number	oc. No.	Type	Stored Date	Pages
1	00010	Doc. for Polling	2/3/2001 10:20 AM	655
2	00020	Doc. for Polling	4/6/2002 8:10 AM	1
3	00030	Doc. for Polling	6/9/2003 12:15 PM	10
4	00040	Doc. for Polling	7/7/2000 4:30 PM	100
5	00050	Doc. for Polling	11/1/2000 8:30 AM	999

Select All

Select all of the fax documents stored for polling when you want to delete or print all documents.

Delete

Deletes the documents stored for polling. Select the documents requiring deletion using the scroll buttons or [Select All].

Print

Prints out the documents stored for polling. Select the documents you want to print using the scroll buttons or [Select All].

[Mailbox] Screen

You can specify the mailbox for storing documents or confirm the status of stored documents in the mailbox.

1. Select [Save in: - Private Mailbox] on the [Store for Polling] screen.
2. Perform the necessary operations.
3. Select [Save].

Go to

The mailbox number you entered in this field is displayed at the top of the list. You can specify the number using the numeric keypad on the control panel.

Document List

Displays [Mailbox - Document List] to confirm or delete documents in a mailbox.

For more information, refer to *Document List in the Check Mailbox chapter on page 132*.

NOTE: If the machine's memory is full when trying to store a document for polling, cancel the operation and try again later when more memory is available.

NOTE: You can send an Internet Fax document to a mailbox on a remote machine. Specify the required mailbox on the remote machine's e-mail address as follows.

BOX123@wcm128.xerox.com

Where:

123: The mailbox number of a remote machine

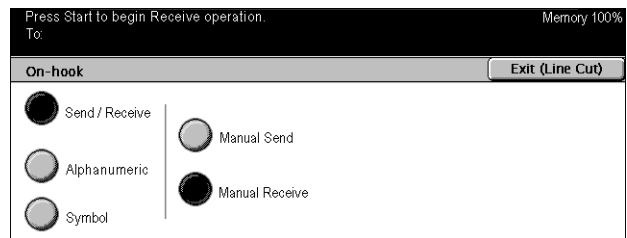
wcm128: The host name of the remote machine

xerox.com: The domain where the remote machine is hosted

On-hook (Manual Send/Receive)

Use this feature to make a telephone call with the handset on-hook. When the phone is on the hook, you can hear the other party but cannot talk to them. You can also send or receive a fax manually when [On-hook (Manual Send/Receive)] is selected.

1. Select [On-hook (Manual Send/Receive)] on the [On-hook/Others] screen.
2. Perform the necessary operations.
3. Select [Save].



Send/Receive

Switches from the telephone mode to the fax Manual Send/Manual Receive modes.

Alphanumeric

Displays letters and numbers on the screen.

Symbol

Displays symbols on the screen.

Manual Send

Select this option to start sending a fax while you are verbally communicating with the recipient.

Manual Receive

Select this option to start receiving a fax or polling after you have communicated with a caller and confirmed that the call is a fax job.

Dial Start (:)

Switches from pulse dialing to tone dialing.

5 Scan/E-mail

This chapter describes how to use the scan features. For more information on the specific types of scan, refer to the following.

To scan and e-mail documents – page 5-109

After a document is scanned, scanned data is automatically sent to specified destinations as an e-mail attachment.

To scan and save documents in the mailbox – page 5-113

Scanned documents are saved in a specified mailbox on the machine.

To scan and send documents using a job template – page 5-114

According to the settings in a selected scan job template, documents are scanned, processed, and then uploaded to a specified server.

To scan and send documents using the FTP or SMB protocol – page 5-115

After a document is scanned, scanned data is automatically uploaded to a specified destination using the FTP or SMB protocol.

NOTE: To use the scan features, you need to set the machine for use on a network. For more information, refer to the System Administration Guide.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

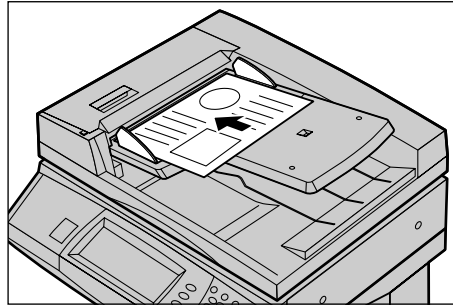
Scanning Procedure

This section describes the basic scanning procedures. Follow the steps below.

1. *Load the Documents – page 106*
 2. *Select the Features – page 106*
 3. *Start the Scan Job – page 107*
 4. *Confirm the Scan Job in the Job Status – page 107*
 5. *Save the Scanned Data – page 107*
- Stop the Scan Job – page 108*

1. Load the Documents

1. Load documents face up with the top edge entering the document feeder first, or face down on the document glass.

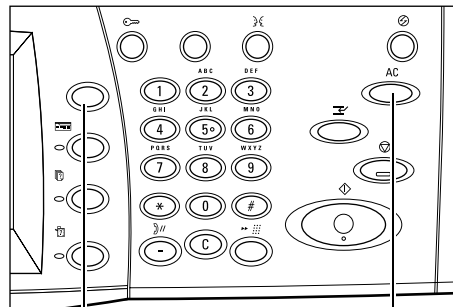


2. Select the Features

Each scan type has its own screen. Select [E-mail], [Network Scanning], [Scan to Mailbox], or [Scan to FTP/SMB] on the touch screen to display the appropriate screen.

- Select [E-mail] to scan and e-mail documents.
- Select [Network Scanning] to scan and send documents according to a scan job template.
- Select [Scan to Mailbox] to scan and save documents in the mailbox.
- Select [Scan to FTP/SMB] to scan and send documents using the FTP or SMB protocol.

1. Press the <All Services> button on the control panel.

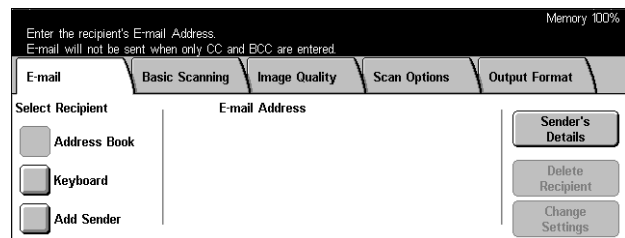


<All Services> button

<Clear All> button

2. Select a scan type on the touch screen.

NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.



3. Press the <Clear All> button once on the control panel to cancel any previous selections.
4. Perform the necessary operations.

If necessary, press one of the tabs and configure the scan settings. For information on the individual tabs, refer to the following.

E-mail – page 109

Save in: - Scan to Mailbox – page 113

Job Templates - Network Scanning – page 114

Save in: - Scan to FTP/SMB – page 115

Basic Scanning – page 117

Image Quality – page 122

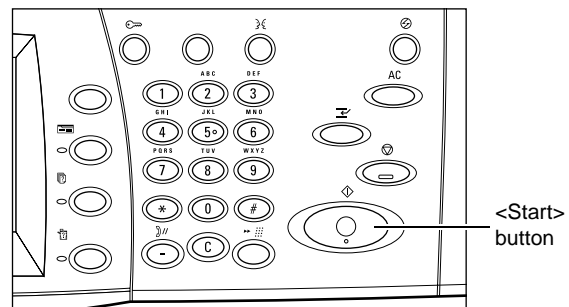
Scan Options – page 123

Output Format – page 127

3. Start the Scan Job

1. Press the <Start> button to scan the documents.

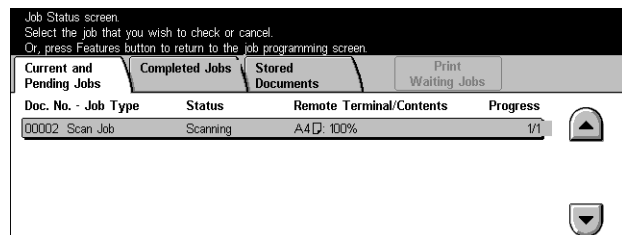
NOTE: If the Authentication feature is enabled, you may be required to enter the user ID and password (if set up). If you need assistance, contact the Key Operator.



4. Confirm the Scan Job in the Job Status

1. Press the <Job Status> button on the control panel to display the [Job Status] screen.

The queued scan job will be displayed. If no job is displayed on the screen, it may have already been processed.



For more information, refer to *Current and Pending Jobs in the Job Status chapter on page 264*.

5. Save the Scanned Data

The following describes one of the methods used for importing documents to a computer. Mailbox Viewer2 allows you to easily import documents from a mailbox on the machine to a computer. Mailbox Viewer2 is an application on the CentreWare CD-ROM supplied with the machine. For information on how to install Mailbox Viewer2, refer to the CentreWare CD-ROM.

1. Click [Start] on the taskbar, then select [Program]>[Xerox]>[Utility]>[Mailbox Viewer 2].
2. From the list displayed, click the name of the machine, and then [Select Scanner].
3. Enter the number (001–200) of the mailbox to be accessed.
4. Enter the correct password as necessary.
5. Click [Open Mailbox].

A list of documents saved in the selected mailbox will be displayed.



6. Select the document to be imported, then click [Import].

NOTE: You can also select multiple documents.

For other functions available on Mailbox Viewer2, refer to the Mailbox Viewer2 On-line Help.

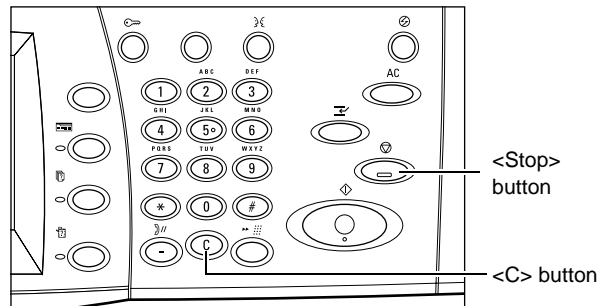
Stop the Scan Job

Follow the steps below to manually cancel an activated scan job.

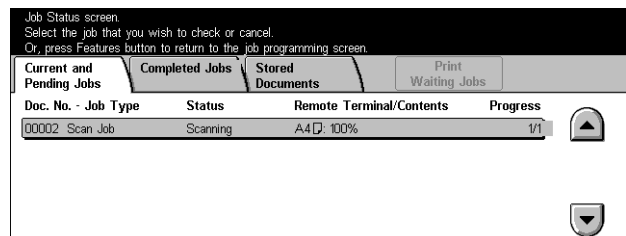
1. Select [Stop] on the touch screen or press the <Stop> button on the control panel to suspend the current scan job.

NOTE: Select the <Start> button on the control panel to resume the suspended job.

NOTE: Pressing the <Stop> button on the control panel suspends print jobs.



2. If required, press the <Job Status> button to display the [Job Status] screen. To exit the [Job Status] screen, press the <Features> button.



3. Press the <C> button on the control panel to delete the suspended job.

E-mail

This section describes how to scan documents to send them as e-mail attachments. You can specify destination addresses by using the screen keyboard to enter the addresses, or by selecting from the address book. For more information on how to make entries using this screen, refer to the following.

Address Book – page 109

Keyboard – page 111

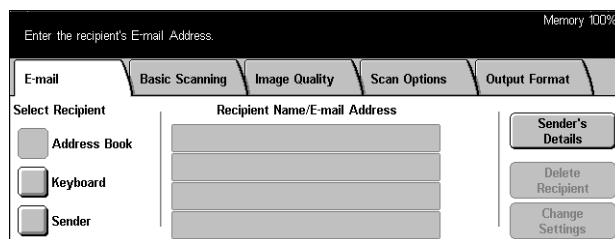
Sender – page 112

Sender's Details – page 112

Delete Recipient – Clears the currently selected address entry field.

Change Settings – page 113

1. Press the <All Services> button on the control panel.
2. Select [E-mail] on the touch screen.
3. Perform the necessary operations.



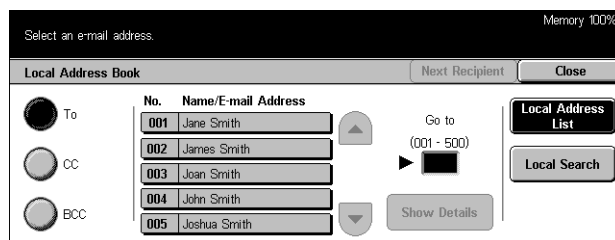
Address Book

This feature allows you to choose a destination from the address book. Address books are held locally on the machine and remotely on a directory server. When the address book saved in a directory server is accessible, the remote address book is displayed. If it is inaccessible, the local address book saved in the machine is displayed.

NOTE: The address book displayed here contains only the e-mail addresses for the scan feature. The speed dial codes and group codes are not displayed.

Refer to *Address Book in the Setups chapter on page 247*.

1. Select [Address Book] on the [E-mail] screen.
2. Perform the necessary operations.
3. Select [Save].



To

Uses the selected address as a To recipient.

Cc

Uses the selected address as a Cc recipient.

Bcc

Uses the selected address as a Bcc recipient.

Go to

This is displayed only when the local address book on the machine is displayed. Specify the number assigned to an address using the numeric keypad on the control panel.

Show Details

Displays detailed information on the selected address.

Local Address List

Displays the list of addresses registered in the local address book on the machine. Selectable when the remote address book is displayed on the screen.

Local Search

Displays the [Address Book] screen for searching the local address book on the machine.

Remote Search (Directory Svc.)

Displays the [Address Book] screen for searching the remote address book on the directory server. Selectable when the local address book is displayed on the screen.

[Address Book] Screen

Use this feature to search the address book. You can select a destination from search results.

1. Select [Local Search] or [Remote Search] on the [Address Book] screen.
2. Perform the necessary operations.
3. Select [Search Now].

For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

NOTE: If you specify keywords in multiple fields, the machine searches for entries that match all the keywords specified.

Recipient Name

Select to use part of a name as a keyword. The machine searches for a first name, last name, or a nickname assigned to an address.

E-mail Address

Select to use part of an e-mail address as a keyword.

Custom Item

Select one of the custom items set by the Key Operator as a search value. For information on specifying the item displayed, Refer to *Attribute Type of Custom Item 1 - 3* in the *Setups Chapter* on page 11-238.

Enter/Change Keyword

Displays the screen keyboard for entering a keyword.

Search Now

Starts the search.

Local Address List

Displays the list of addresses registered in the local address book on the machine.

Local Search

Displays the [Address Book] screen for searching the local address book on the machine.

Remote Search (Directory Svc.)

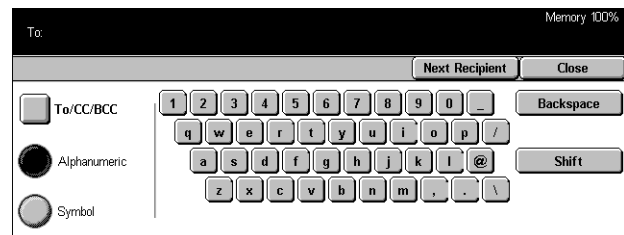
Displays the [Address Book] screen for searching the address book on the directory server.

NOTE: When searching the address book on the directory server, you can abort halfway through.

Keyboard

You can enter an address using the screen keyboard.

1. Select [Keyboard] on the [E-mail] screen.
2. Perform the necessary operations.
3. Enter an address.
4. Select [Close].



For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter* on page 81.

To/CC/BCC

Switches the recipient type between To, Cc, and Bcc.

Next Recipient

Allows you to enter another address into the next address entry field. After selecting this button, select [To/CC/BCC] to switch the recipient type as necessary.

Sender

Use this feature to add the sender's address to an address entry field.

1. Select [Sender] on the [E-mail] screen.
2. Select the required option.
3. Select [Save].

To

Adds the sender's address in the To field.

CC

Adds the sender's address in the Cc field.

BCC

Adds the sender's address in the Bcc field. The address entered in this field is not displayed on the message received by the recipient.

Sender's Details

Use this feature to add information in the message header: sender's address, subject, reply-to-address, and file name.

1. Select [Sender's Details] on the [E-mail] screen.
2. Perform the necessary operations.
3. Select [Save].

From

Displays the preset sender's address. To change the address, select this entry field, and then select [Keyboard] or [Address Book].

E-mail Subject

To change the subject automatically assigned, select this entry field, and then select [Keyboard].

Reply To

Enter a reply-to address. After selecting this field, select [Enter Sender's Address] or [Address Book]. If you select [Enter Sender's Address], the sender's address is used for this field.

File Name

Enter a file name to be assigned to the scanned data. After selecting this field, select [Keyboard].

Clear Field

Clears the currently selected entry field.

Enter Sender's Address

Adds the sender's address as the reply-to-address.

Address Book

Displays the list of e-mail addresses registered in the address book. Use the address book to select the sender's e-mail address or reply-to-address.

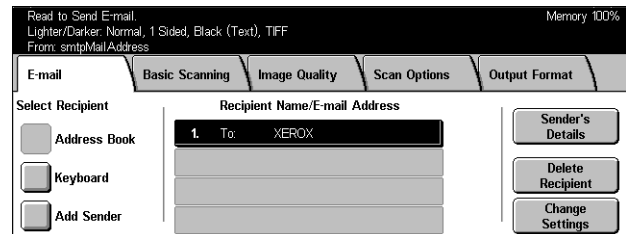
Keyboard

Displays the screen keyboard. Use the keyboard to enter the sender's address, subject, reply-to-address, or file name. For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

Change Settings

Use this feature to change the entered destination address.

1. Select [Change Settings] on the [E-mail] screen.
2. Perform the necessary operations.
3. Select [Save].



For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

Save in: - Scan to Mailbox

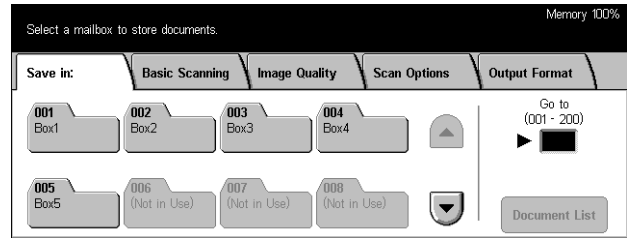
This section describes how to select a mailbox on the machine to save scanned documents. For more information on this screen, refer to the following.

Mailbox list – Select a mailbox for saving scanned data.

Go to – Specify the start number of a mailbox from which mailboxes are to be displayed, using the numeric keypad on the control panel.

Document List – Allows you to print or delete documents in the selected mailbox.

1. Press the <All Services> button on the control panel.
2. Select [Scan to Mailbox] on the touch screen.
3. Select a mailbox for saving scanned data.



For more information on mailboxes, refer to *the Check Mailbox chapter*.

Job Templates - Network Scanning

This section describes how to scan and send documents to a specified server using a job template. A job template can be created on the machine or remotely using the CentreWare Scan Services. According to the settings in the template, documents are automatically scanned, saved in the TIFF/JPEG or PDF format, and then sent to a specified server. For information on how to program a job template, refer to *Services in the CentreWare Internet Services chapter on page 149*. For information on how to select a scan job template, refer to the following.

The name of a template created on the machine begins with “@”. The template created with the CentreWare Scan Services carries the name you specified.

For information on the CentreWare Scan Services, refer to the CentreWare Scan Services Manual.

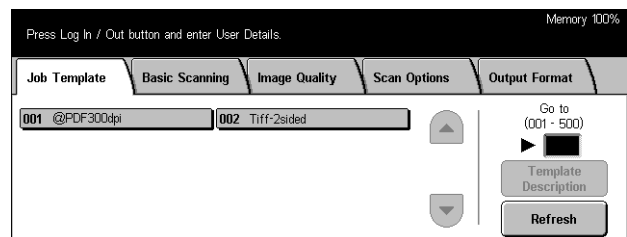
Job template list – Select a job template to be used.

Go to – Specify the start number of a job template from which job templates are to be displayed.

Template Description – Allows you to view the description on the required job template.

Refresh – Updates the list of available job templates.

1. Press the <All Services> button on the control panel.
2. Select [Network Scanning] on the touch screen.
3. Select the job template to be used.
4. Press the <Start> button on the control panel.



Save in: - Scan to FTP/SMB

This section describes how to send scanned documents to specified destinations using FTP or SMB protocols. For more information, refer to the following.

Transfer Protocol – page 115

Address Book – page 116

Server – Specify the address of the destination server. Select a server name from the address book after selecting [Address Book] or enter a server's address after selecting [Keyboard].

NOTE: If a server name is used instead of an IP address, the appropriate DNS information has to be entered via CentreWare Internet Services. Without DNS properly defined, the host name will not be translated into an IP address.

Shared Name – Enter a name assigned for the shared folder. If you select a server from the address book, the preset name is displayed. To change the name, select [Keyboard] and use the displayed keyboard. Not required for FTP servers.

Save in – Specify the location (or path) of the directory for saving files. If you select a server from the address book, the preset location is displayed. To change the location, select [Keyboard] and use the displayed keyboard.

Login Name – Enter a log-in name if required by the destination server. If you select a server from the address book, the preset name is displayed. To change the name, select [Keyboard] and use the displayed keyboard.

Password – Enter a password if required by the destination server. If you select a server from the address book, the preset password is displayed. To change the password, select [Keyboard] and use the displayed keyboard.

Detailed Settings – page 116

Clear Field – Clears the currently selected field.

Keyboard – page 117

1. Press the <All Services> button on the control panel.
2. Select [Scan to FTP/SMB] on the touch screen.
3. Perform the necessary operations.

Transfer Protocol

Use this feature to select a transfer protocol. You must select the same protocol used by the destination.

1. Select [Transfer Protocol] on the [Scan to FTP/SMB] screen.
2. Select the required option.
3. Select [Save].

FTP

Specifies the FTP protocol.

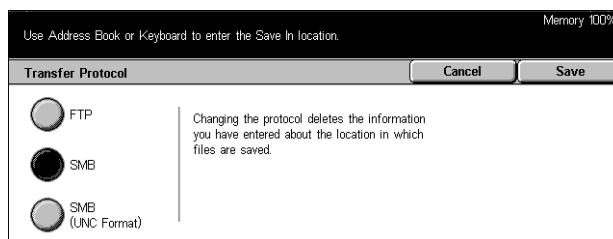
SMB

Specifies the SMB protocol.

SMB (UNC Format)

Specifies the SMB protocol (using the UNC format).

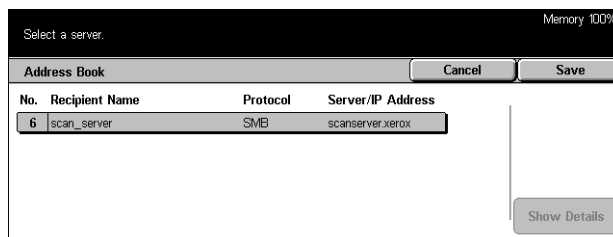
NOTE: If Remote Authentication has been enabled, a popup message will prompt the user to enter a login and password before using the Scan to FTP/SMB feature. The login and password will be passed to the Kerberos server. Only when the user is authenticated (eg. User xyz really is user xyz) will the feature be made available.



Address Book

Use this feature to select a destination server from the Address Book. Selecting a server causes the preset information to be entered into the entry fields: Server, Shared Name, Save in, Login Name, and Password. For information on how to register destinations, refer to *Address Book in the Setups chapter on page 247*.

1. Select [Address Book] on the [Save in:] screen.
2. Perform the necessary operations.
3. Select [Save].



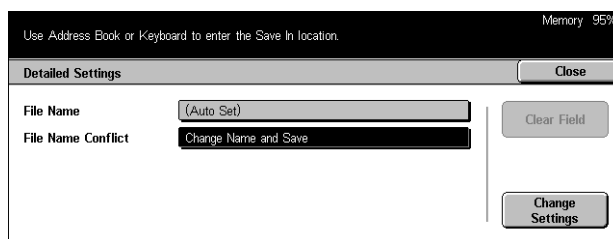
Show Details

Displays detailed settings of the selected server.

Detailed Settings

Use this feature to assign a file name to a document to be scanned.

1. Select [Detailed Settings] on the [Save in:] screen.
2. Perform the necessary operations.
3. Select [Close].



File Name

Specify a file name to be assigned to the document. A file name is automatically assigned by the machine. To assign a different file name, select [Change Settings] and use the displayed keyboard.

File Name Conflict

Specify one of the following after selecting [Change Settings]. If a file with the same name already exists at the destination, the file will be processed according to this selection.

- **Cancel Job**
Does not save the file in that destination.
- **Change Name and Save**
Saves the file under a different name. A new file name is created by adding a 3-digit number (e.g., 001) to the end of the current file name.
- **Overwrite Name and Save**
Overwrites the old file with the new file.

Clear Field

Deletes the entered file name.

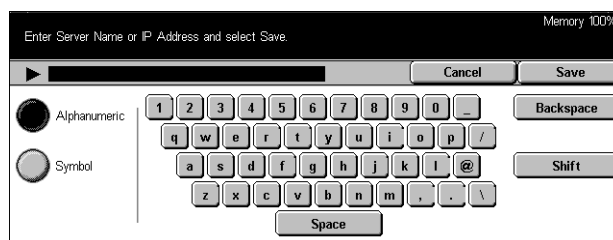
Change Settings

Displays the screen keyboard to enter or revise the file name. For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

Keyboard

Use the screen keyboard to enter parameters into the fields. For more information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

1. Select an entry field.
2. Select [Keyboard] on the [Scan to FTP/SMB] screen.
3. Perform the necessary operations.
4. Select [Save].



Basic Scanning

This section describes how to configure the basic scan settings such as scan resolution and file formats. For more information, refer to the following.

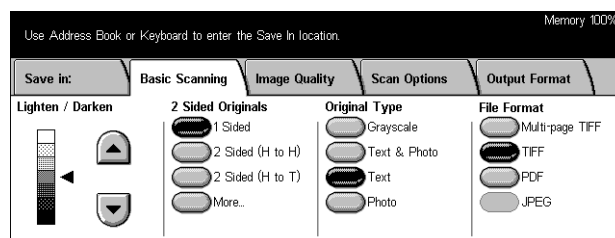
Lighten/Darken – page 118

2 Sided Originals – page 118

Original Type – page 119

File Format – page 120

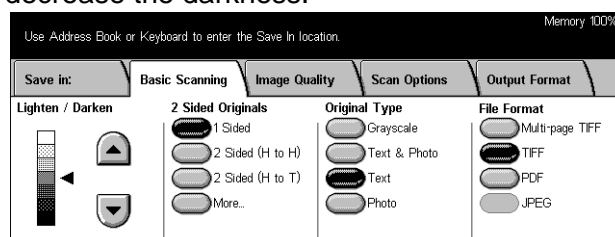
1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Basic Scanning] tab on the touch screen.
4. Select the required option.



Lighten/Darken

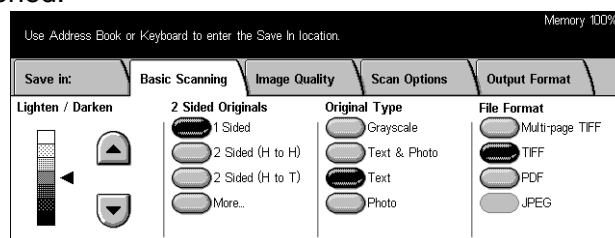
Use this feature to adjust the density of the scanned image in seven levels.

Use the scroll buttons to increase or decrease the darkness.



2 Sided Originals

Use this feature to specify whether the documents are single-sided or double-sided, and how documents are to be positioned.



1 Sided

Scans single-sided documents.

2 Sided (H to H)

Scans double-sided documents opened side by side.

NOTE: If you select this option, the [Original Orientation] is automatically set to [Head to Left]. If you need to change the setting, select [More], and select the required option for [Original Orientation] on the [2 Sided Originals] screen.

2 Sided (H to T)

Scans double-sided documents opened vertically.

NOTE: If you select this option, the [Original Orientation] is automatically set to [Head to Left]. If you need to change the setting, select [More], and select the required option for [Original Orientation] on the [2 Sided Originals] screen.

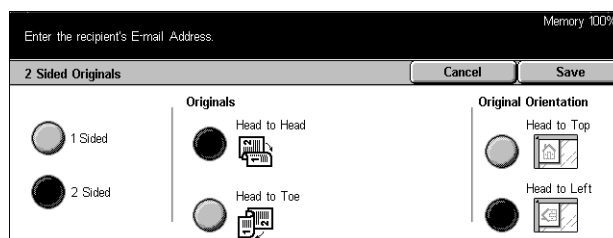
More

Displays the [2 Sided Originals] screen.

[2 Sided Originals] Screen

Use this feature when changing the orientation of documents.

1. Select [More] on the [Basic Scanning] screen.
2. Select the required option.
3. Select [Save].



1 Sided

Scans single-sided documents.

2 Sided

Scans double-sided documents. When you select this option, [Originals] is displayed at the right of the screen.

Originals

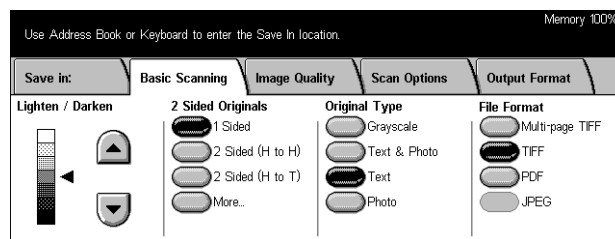
- Head to Head – Select to scan documents opened side by side.
- Head to Toe – Select to scan documents opened vertically.

Original Orientation

- Head to Top – Select to position documents with the head of the document away from the operator.
- Head to Left – Select to position documents with the head of the document to the operator's left. For this orientation, documents are scanned so that the head of scanned result is away from the operator.

Original Type

Depending on the contents of the document, select from the following options.



Grayscale

Use for documents containing shading or halftones. Select this option when documents include objects that cannot be expressed with two color levels: black and white.

Text & Photo

Use for documents that contain both text and photographs. Text and photographs are automatically identified and an appropriate quality mode is selected for individual areas.

Text

Use for documents that contain text only.

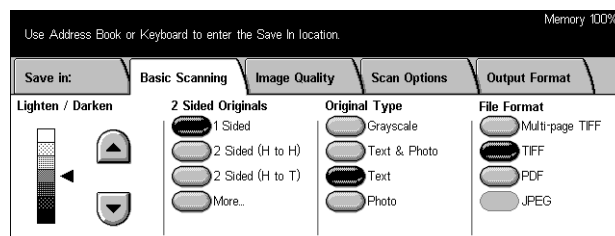
Photo

Use for documents that contain photographs only.

File Format

Select the file format to save scanned data from the following options.

NOTE: The selections for the feature are not displayed if you have selected [Scan to Mailbox].



Multi-page TIFF

Saves multiple pages into a single file in TIFF format.

TIFF

Saves each page into a different file in TIFF format.

PDF

Saves scanned data in PDF format.

JPEG

Saves scanned data in JPEG format.

Image Quality

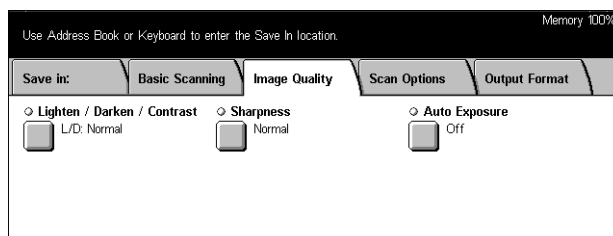
This section describes how to adjust the quality of scanned data such as contrast and sharpness. For more information, refer to the following.

Lighten/Darken/Contrast – page 122

Sharpness – page 122

Auto Exposure – page 123

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Image Quality] tab.

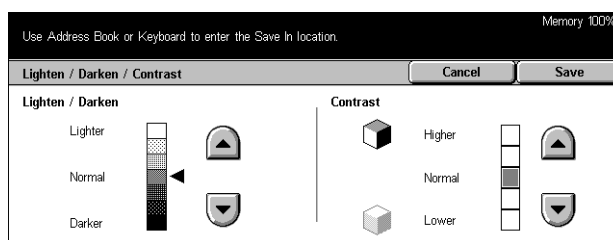


Lighten/Darken/Contrast

Use this feature to specify brightness and density levels for scanning documents.

NOTE: [Contrast] will be displayed if you select [Grayscale] on the [Original Type] screen.

1. Select [Lighten/Darken/Contrast] on the [Image Quality] screen.
2. Select the brightness or density level.
3. Select [Save].



Lighten/Darken

Specifies the brightness level for black and white documents.

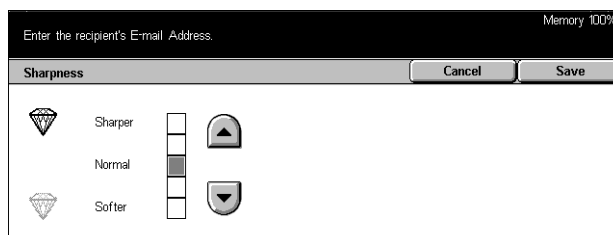
Contrast

Specifies the contrast level for grayscale documents.

Sharpness

Use this feature to increase or decrease the sharpness level of fine lines and edges.

1. Select [Sharpness] on the [Image Quality] screen.
2. Select the sharpness level.
3. Select [Save].



Auto Exposure

Use this feature to specify whether or not to suppress the background color of documents.

1. Select [Auto Exposure] on the [Image Quality] screen.
2. Select [On] to enable the feature.
3. Select [Save].



Scan Options

This section describes how to configure the settings for optimum scanning methods. For information, refer to the following.

Scan Resolution – page 123

Bound Originals – page 124

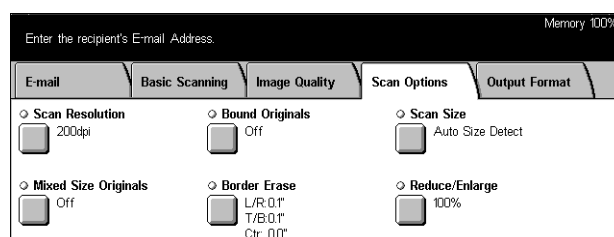
Scan Size – page 125

Mixed Size Originals – page 126

Border Erase – page 126

Reduce/Enlarge – page 127

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Scan Options] tab.



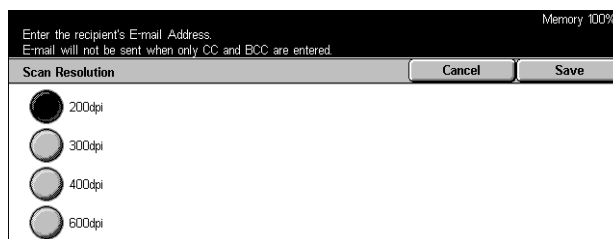
Scan Resolution

Use this feature to select the resolution for scanning the document. The greater the resolution selected, the larger the size of the stored image file. More time will also be required to complete the scan job.

NOTE: If you select [Grayscale] on the [Original Type] screen, you cannot select [600dpi].

NOTE: For mixed size originals and double-sided originals, you can select up to [200dpi].

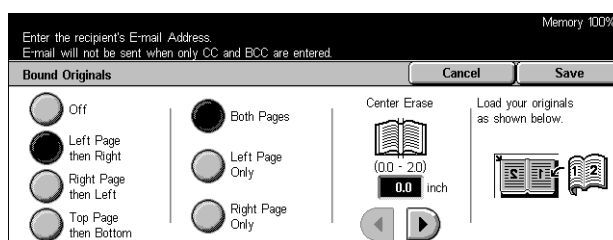
1. Select [Scan Resolution] on the [Scan Options] screen.
2. Select the required option.
3. Select [Save].



Bound Originals

Use this feature to scan facing pages of a bound document in the correct page sequence, using the document glass. The facing pages will be saved as two separate images.

1. Select [Bound Originals] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].



NOTE: The facing pages of a bound document must be placed in a horizontal orientation on the document glass.

Off

Disables the feature.

Left Page then Right

Scans both pages of an open book from left to right.

Right Page then Left

Scans both pages of an open book from right to left.

Top Page then Bottom

Scans both pages of an open book from top to bottom.

Both Pages

Scans both pages of an open book.

Left Page Only

Scans only the left-side page of an open book.

Right Page Only

Scans only the right-side page of an open book.

Top Page Only

Scans only the top-side page of an open book.

Bottom Page Only

Scans only the bottom-side page of an open book.

Center Erase

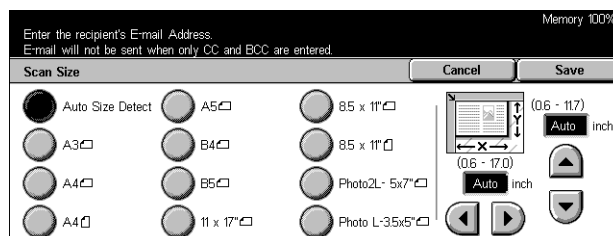
Erases the width of the center. Select the amount of deletion required using the scroll buttons.

Scan Size

Using this feature, the size of the document can be automatically detected, selected from a list of preset sizes, or manually specified using the custom option.

If [Custom] is used, documents will be scanned according to the specified size regardless of their actual size.

1. Select [Scan Size] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].

**Auto Size Detect**

Automatically detects the size of standard sized documents.

Presets

Allows you to select from the 11 preset standard sizes in Portrait or Landscape orientations. The presets are set up by the Key Operator.

Custom

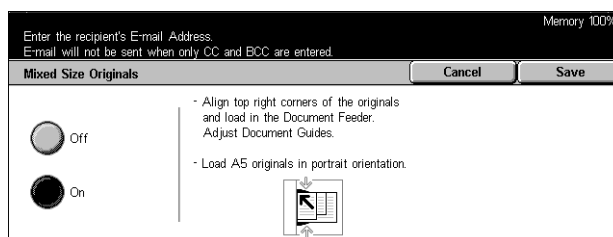
Allows you to specify the document size manually using scroll buttons within the ranges of 15–297 mm (0.6–11.7 inches) for width, and 15–432 mm (0.6–17.0 inches) for length.

Mixed Size Originals

This feature allows you to scan mixed sizes of documents using the document feeder at the same time and save them in a single file.

NOTE: To enable the feature, select [Auto Size Detect] on the [Scan Size] screen.

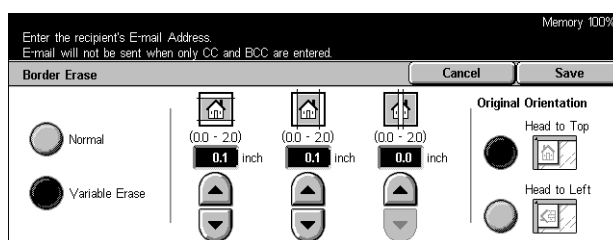
1. Select [Mixed Size Originals] on the [Scan Options] screen.
2. Select [On] to enable the feature.
3. Select [Save].



Border Erase

When scanning bound documents or scanning with the document feeder or document glass cover open, black marks may appear around the edges or on the center binding area of the output. These marks can be erased using this feature.

1. Select [Border Erase] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].



Normal

Uses the default values for the edge or center area to be erased. The default values are set in [Variable Erase]. If you do not want to erase any edge and/or center area, select [Variable Erase] and then select 0.0 using the scroll buttons.

Variable Erase

Allows you to adjust the edge or center area to be erased. Enter the amount you want to erase from the top, bottom, right, left, and center margins. Up to 50 mm (2 inches) can be entered.

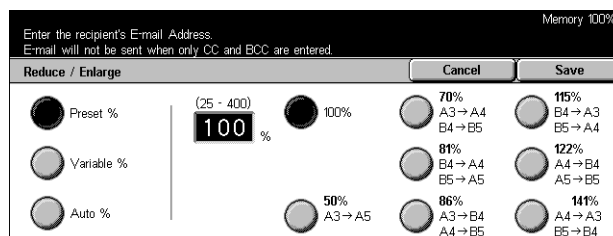
Original Orientation

- Head to Top – Select to position documents with the head of the document away from the operator.
- Head to Left – Select to position documents with the head of the document to the operator's left. For this orientation, documents are scanned so that the head of scanned result is away from the operator.

Reduce/Enlarge

This feature allows you to select the enlargement/reduction ratio of the document for scanning.

1. Select [Reduce/Enlarge] on the [Scan Options] screen.
2. Perform the necessary operations.
3. Select [Save].



Preset %

- 100% – Sets the enlargement/reduction ratio to 100% (original size).
- Presets – Allows you to select the preset enlarge/reduce settings. Select one of these to specify the enlargement/reduction ratio. The presets are set up by the Key Operator.

Variable %

Allows you to specify an enlargement/reduction ratio within the range of 25 to 400%.

Auto %

Automatically selects the enlargement/reduction ratio, depending on the size of documents and the Output Size set. When you select this option, [Output Size] is displayed at the right side of the screen.

Output Format

This section describes how to configure the settings for outputting scanned data. For more information on these screens, refer to the following.

Image Compression – page 128

Read Status (MDN) – page 128

Split Send – page 128

Document Name – page 129

NOTE: For Network Scanning, the following buttons are also displayed.

Login Name – page 129

Password – page 130

Meta Data – page 130

1. Press the <All Services> button on the control panel.
2. Select a scan type on the touch screen.
3. Select the [Output Format] tab.
4. Select the required option.

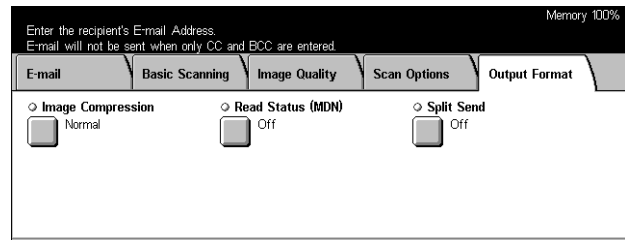
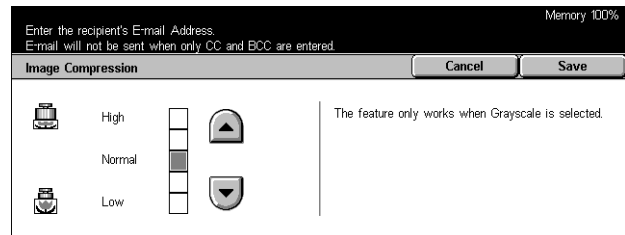


Image Compression

Use this feature to select the ratio of data compression.

1. Select [Image Compression] on the [Output Format] screen.
2. Select the compression level.
3. Select [Save].

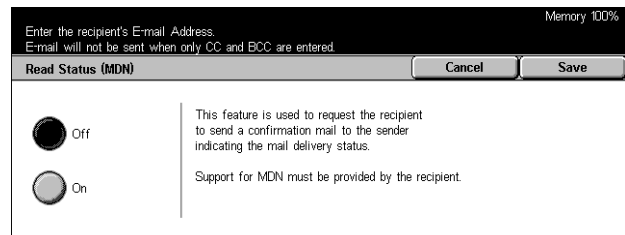


Read Status (MDN)

This feature allows you to request the recipients to notify you by e-mail that they have received your e-mail attachment.

NOTE: The selections for this feature are displayed only when you have selected [E-mail].

1. Select [Read Status (MDN)] on the [Output Format] screen.
2. Select [On] to enable the feature.
3. Select [Save].



Split Send

When sending data by e-mail, use this feature to divide scanned data into multiple e-mail using the preset number of pages.

NOTE: The selections for this feature are displayed only when you have selected [E-mail].

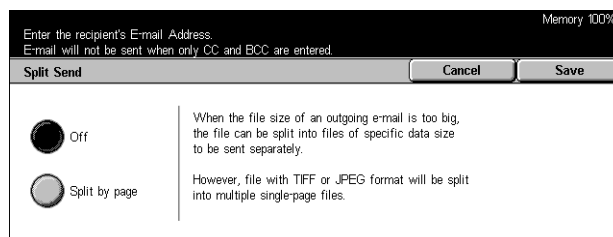
1. Select [Split Send] on the [Output Format] screen.
2. Select the required option.
3. Select [Save].

Off

Disables the feature.

Split By Page

Divides scanned data by the preset number of pages. The presets are set up by the Key Operator. For more information, refer to *Other Settings in the Setups chapter on page 239*.



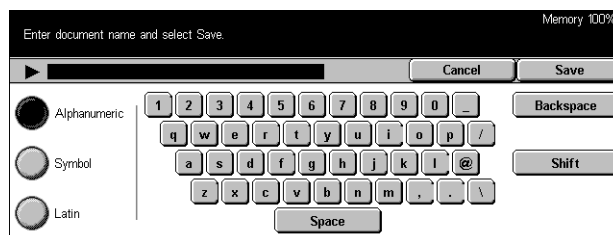
Document Name

Use this feature to enter a name for the file before saving in a mailbox, if you do not want to use the name assigned by the machine.

NOTE: The selection for this feature is displayed only when you have selected [Scan to Mailbox].

1. Select [Document Name] on the [Output Format] screen.
2. Perform the necessary operations.
3. Select [Save].

For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.



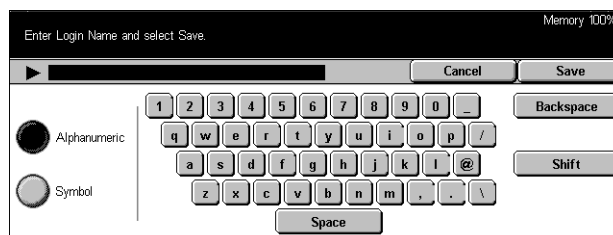
Login Name

Use this feature to set the login name for a job template server.

NOTE: The selection for this feature is displayed only when you have selected [Network Scanning].

1. Select [Login Name] on the [Output Format] screen.
2. Perform the necessary operations.
3. Select [Save].

For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.



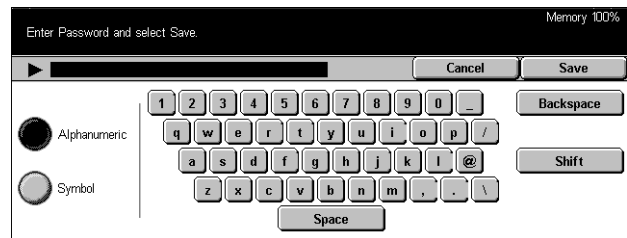
Password

Use this feature to set the password for a job template server.

NOTE: The selection for this feature is displayed only when you have selected [Network Scanning].

1. Select [Password] on the [Output Format] screen.
2. Perform the necessary operations.
3. Select [Save].

For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.



Meta Data

Use this feature to change the value of the Document Management Field (DMF) if it is set up for the selected job template.

NOTE: The selection for this feature is displayed only when you have selected [Network Scanning].

6 Check Mailbox

This chapter describes the methods for checking, printing, or deleting documents in a mailbox. You can store the following types of documents (marked with matching icons in the Document List) in a mailbox.

- Incoming confidential fax documents (📠) – Refer to *Polling in the Fax/Internet Fax chapter on page 100*.
- Incoming confidential Internet Fax documents (📠) – Refer to *Polling in the Fax/Internet Fax chapter on page 100*.
- Fax documents for confidential polling (📠) – Refer to *Store for Polling in the Fax/Internet Fax chapter on page 101*.
- Scanned documents (📄) – Refer to *Save in: - Scan to Mailbox in the Scan/E-mail chapter on page 113*.

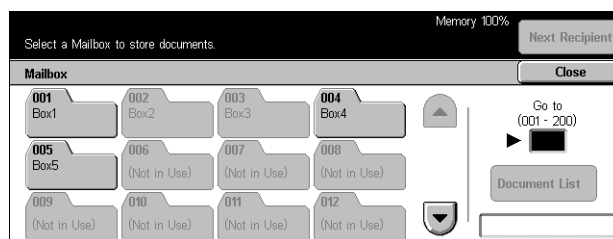
You can also link a mailbox to a job flow sheet to process the stored documents manually and automatically. For more information, refer to *Document List on page 132*.

Check Mailbox

You can check, print, or delete documents in the private mailboxes displayed on the [Check Mailbox] screen. Some mailboxes, however, may require you to enter a password, depending on the operation you attempt. Private mailboxes created by other users are inactive and inaccessible to you. For information on how to create a mailbox, refer to *Mailbox in the Setups chapter on page 242*.

1. Press the <All Services> button on the control panel.

NOTE: If the Authentication feature is enabled, you may be required to enter a user ID and a password (if one is set up). If you need assistance, contact the Key Operator.



2. Select [Check Mailbox] on the touch screen.

Go to

Specify the first mailbox number to be displayed on the screen, using the numeric keypad on the control panel.

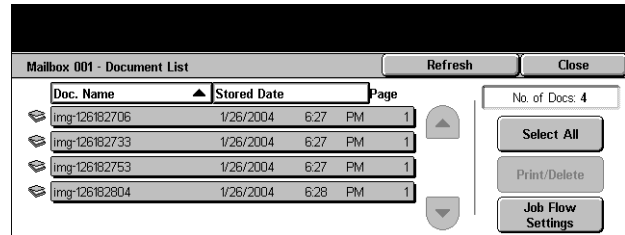
Document List

Refer to *Document List on page 132*.

Document List

This screen allows you to print or delete documents in the selected mailbox. You can also link a mailbox or the documents inside to a job flow sheet to automate document processing. For more information on job flow sheets, refer to *Job Flow Sheets in the Setups chapter on page 244*.

1. Select the required mailbox.
2. Select [Document List] on the [Check Mailbox] screen.
3. Perform the necessary operations.
4. Select [Close].



Refresh

Updates the list of documents in the mailbox.

Select All

Selects all the documents in the mailbox, so that you can print or delete them all at once.

Print/Delete

Displays the [Print/Delete] screen.

- Delete – Deletes the selected document(s).
- Print – Prints out the selected document(s).

NOTE: The documents stored in a private mailbox by scanning cannot be printed.

Job Flow Settings

Displays the [Job Flow Settings] screen.

[Job Flow Settings] Screen

This screen allows you to set, modify, or release linkage with a job flow sheet. You can also execute the linked job flow sheet from this screen.

A job flow sheet allows you to process the documents stored in private mailboxes. You can link a mailbox to a job flow sheet in advance to automatically execute the job flow sheet when a new document is saved in the mailbox, or you can manually start a job flow sheet as necessary.

NOTE: The job flow sheet you created from this screen can be executed, modified, duplicated, or deleted only from the private mailbox in which it was created. This job flow sheet is not displayed on the [Job Flow Sheets] screen in [Setup Menu] on the [All Services] screen.

You can register the following types of document processing in a job flow sheet.

- Specifying destinations (FTP, SMB, e-mail, fax, and Internet Fax)
- Specifying multiple destinations and processing
- Printing
- Deleting automatically after specified days
- Deleting

The document processing types you can register in a job flow sheet depend on how documents are stored in a private mailbox. See the following chart.

Input/Output	Fax	Internet Fax	E-mail	FTP	SMB	Printer
Fax for polling	O	O	O	O	O	O
Scan	X	X	O	O	O	X
Received fax	O	O	O	O	O	O
Received Internet Fax	O	*1	*1	O	O	O

O: Available

X: Not available

*1: Depends on the Key Operator settings.

NOTE: Only the job flow sheets you are permitted to execute are displayed on the screen.

NOTE: In case of forwarding a document, faxed or stored in the mailbox, by E-mail, FTP, or SMB, it cannot be opened by the recipient if the [File Format] of the job flow sheet is set to [JPEG].

1. Select [Job Flow Settings] on the [Document List] screen.

NOTE: To link a document to a job flow sheet, select the required document on the screen.

2. Perform the necessary operations.

3. Select [Close].

Auto Start

Select this check box to set the linked job flow sheet to be automatically executed when a new document is saved in the mailbox. This check box appears only when the mailbox has been linked with a job flow sheet.

NOTE: Mailboxes with this option enabled are marked with an arrow above their icons.

Start

Executes the linked job flow sheet and returns to the [Document List] screen. This button appears only when the mailbox has been linked with a job flow sheet.

Cut Link

Releases linkage with a job flow sheet.

Create/Change Link

Displays the [Create/Change Link] screen.

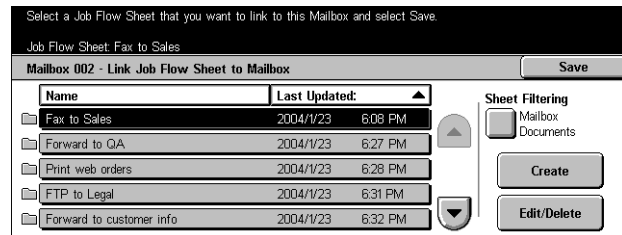
Select Job Flow Sheet

Displays the [Select Job Flow Sheet] screen.

[Create/Change Link] Screen

This screen allows you to create or modify a job flow sheet.

1. Select [Create/Change Link] on the [Job Flow Settings] screen.
2. Perform the necessary operations.
3. Select [Save].



Sheet Filtering

Displays the [Sheet Filtering] screen.

Create

Allows you to create a new job flow sheet.

Edit/Delete

Allows you to modify or delete an existing job flow sheet.

For more information on [Create] and [Edit/Delete], refer to *Job Flow Sheets in the Setups chapter on page 244*.

[Sheet Filtering] Screen

This feature allows you to limit the job flow sheets displayed on the screen by the log-in status of the user operating the machine.

When logged in to the machine as a unique user:

- Personal Sheets – Displays only the job flow sheets owned by the currently logged in user.

- Shared Sheets (Administrator) – Displays the job flow sheets owned by the Key Operator.

NOTE: Job flow sheets owned by unique users other than the currently logged in user are not displayed.

When not logged in to the machine as a unique user:

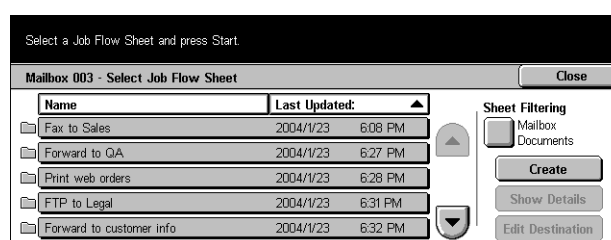
- System Administrator – Displays only the job flow sheets owned by the Key Operator.
- Non-System Administrator – Displays only the job flow sheets owned by users other than the Key Operator.

NOTE: Job flow sheets owned by unique users are not displayed.

[Select Job Flow Sheet] Screen

This screen allows you to select and execute a job flow sheet on the documents stored in the selected mailbox.

1. Select [Select Job Flow Sheet] on the [Job Flow Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Name/Last Updated:

Select either of these options to sort the job flow sheets by their names or the dates they were last updated. Selecting the same option again toggles the order in which they are listed, as indicated with an upward (ascending order) or downward (descending order) triangle shown to the right of the name of the option selected.

Sheet Filtering

Refer to *Sheet Filtering on page 134*.

Create

Allows you to create a new job flow sheet to be linked with the mailbox.

NOTE: The job flow sheets you create on this screen can only be executed, modified or deleted from this mailbox.

Show Details

This option becomes active and selectable when you select a job flow sheet. If you select this option, you can view and/or modify the processes registered in the selected job flow sheet. For more information, refer to *Job Flow Sheets in the Setups chapter on page 244*.

Edit Destination

Refer to *Job Flow Sheets in the Setups chapter on page 244*.

7 Stored Programming

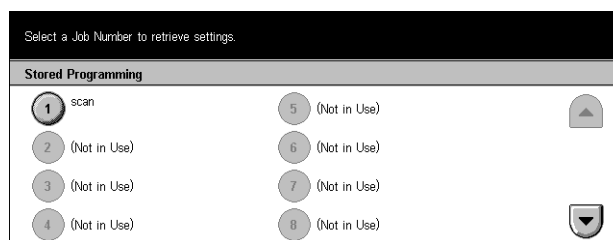
This chapter describes how to use the Stored Programming feature to simplify multiple operations into a simple procedure. First, you register a series of operations in a job number. Later, you can select the job number to execute the stored operations when required. You can store operations (both on the touch screen and the control panel) up to immediately before pressing the <Start> button on the control panel.

NOTE: You cannot store operations performed on the [Setup Menu] screen.

Using Stored Programming

Follow the steps below to select and execute a job number.

1. Press the <All Services> button on the control panel.
2. Select [Stored Programming] on the touch screen.
3. Select a job number to be executed.
4. Change the settings as necessary.
5. Press the <Start> button on the control panel.



NOTE: On the [Stored Programming] screen, only job numbers that have been programmed are active and selectable.

Stored Programming

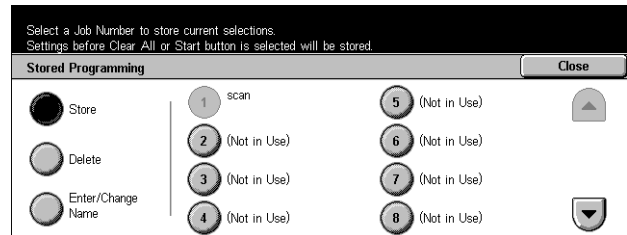
You can store up to 58 consecutive operations in each job number, up to the total of 40 job numbers. To register the required operations in a job number, follow the steps below.

NOTE: A job number remembers not only operations performed on the touch screen but also the buttons pressed on the control panel.

NOTE: If, after a job has been stored in Stored Programming, you then change the default settings in System Settings, or make changes to Job Flow Sheet, Job Template, Address Book, Comment, etc., the operation registered for each job will also change.

NOTE: Stored Programming is saved by button position on the touch screen. Therefore any changes to the button position will result in changes to the stored operation. The button position changes when adding/deleting Job Flow Sheet, Job Template, or Address Book to and from a stored job."

1. Press the <All Services> button on the control panel.
2. Select [Setup Menu] on the touch screen.
3. Select [Stored Programming] on the [Setup Menu] screen.
4. Perform the necessary operations.
5. Select [Save].



Store

Allows you to register a series of operations in a job number. After selecting the required job number (1 to 40), perform a series of operations to be stored. Then press the <Start> or <Clear All> button on the control panel to complete registering the operations in the job number.

Delete

Clears the contents of a selected job number. Select this button, followed by the job number you want to clear.

Enter/Change Name

Allows you to assign or change a name for a job number. Select this button, followed by a job number. Then enter a name (up to 18 characters) using the screen keyboard. For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

8 Print

This chapter contains information on the optional print feature of the machine. With this feature, you can send print jobs from a PC directly to the machine.

NOTE: Some of the features described in this chapter are optional and may not apply to your machine configuration.

In addition, the following special printing features are available.

- E-mail printing

This feature allows you to print an e-mail attachment sent to the machine. The printing format for the e-mail attachment can be changed by the emulation settings. For more information, refer to *Emulation Settings in the CentreWare Internet Services chapter on page 173*.

NOTE: You can use only plain text in the body of e-mail. Make sure that plain text is selected as the body text format in your e-mail program.

- Direct printing (using ContentsBridge Utility)

This feature allows you to send a PDF or a TIFF file directly to the machine to print out using ContentsBridge Utility. For more information, refer to the CentreWare CD-ROM.

- Charge Print

This feature allows you to store or cancel print jobs that failed authentication when the Authentication feature is enabled. Authentication is required to print the stored documents. For more information, refer to *Charge Print in the Job Status chapter on page 266*.

- Secure Print

This feature allows you to store a confidential document sent from a PC for printing. A user ID and a password specified from the PC are required to print out the document. For more information, refer to *Secure Print in the Job Status chapter on page 267*.

- Sample Print

This feature allows you to print one set of a document prior to printing the whole quantity. You can choose whether or not to print more sets of the same document. A user ID and a password are required to access the stored document, and the number of sets can be specified from the PC. For more information, refer to *Sample Print in the Job Status chapter on page 268*.

- Delayed Print

This feature allows you to print documents at the specified time within 24 hours. The documents will be printed automatically at the specified time. For more information, refer to *Delayed Print in the Job Status chapter on page 268*.

- PCL emulation

This feature allows you to print documents from a PC not supported for the supplied PCL print driver, according to the emulation parameters (i.e., paper size) set on the machine. For information on how to set parameters for PCL emulation, refer to *PCL Emulation in the Machine Status chapter on page 273*. For the list of parameters and their values for PCL emulation, refer to *PCL Emulation on page 142*.

- PDF direct printing

This feature allows you to bypass print driver software and send PDF files directly to the machine for printing, according to the emulation parameters set on the machine. For information on how to set emulation parameters for PDF direct printing, refer to *PDF in the Machine Status chapter on page 274*. For the list of emulation parameters and their values for PDF direct printing, refer to *PDF on page 145*.

- Logical printer

This feature allows you to register emulation parameters set on the machine as a logical printer, which you can later select from your PC to print documents. Logical printers can be created for PCL, TIFF, and PostScript using CentreWare Internet Services. For more information, refer to *Properties in the CentreWare Internet Services chapter on page 158*.

Print Driver Features

When you select the machine as the printer, the associated print screen is displayed on the networked computer. Select the [Print] menu from the toolbar to display the print screen.

The following options are available on PCL Driver On-line Help.

Job Type

- Normal – Select this for normal printing.
- Secure – Select this to use the secure print feature. You need to enter a user ID or a password before printing.
- Sample – Select this to use the sample print feature. You need to enter a user ID before printing.
- Delayed – Select this to use the delayed print feature. Specify the start time to print.
- Fax – Select this to send faxes from your PC via the machine.

2 Sided Print

Makes double-sided printing, when the duplex unit is installed, both sides of the paper can be printed automatically. You can select [Flip on Long Edge] to align to the long edge of the paper, or [Flip on Short Edge] to align to the short edge of the paper.

Multiple Up

Prints multiple documents onto one sheet of paper. The machine automatically reduces/enlarges the images as needed to fit on one page.

Poster

Divides and enlarges a single image and prints it over multiple pages so that you can join all the pages to make one large poster.

Print Mode

Specifies the resolution value for printing. You can select [Standard] or [High Resolution].

The higher the resolution selected, the slower will be the speed of printing.

Contrast

Adjusts the rate of change in brightness from white to black for printing. Specify the rate that ranges from -100 to +100 using the keyboard or slider bar. You can check the outcome of a change in the setting using the picture quality image displayed on the left of the window.

Watermarks

Makes settings for printing a watermark over a file.

Skip Blank Pages

Does not print blank pages when printing documents that contain blank pages.

Draft Mode

Prints the text and graphic in gray rather than black, thus reducing the amount of toner used.

Notify Job End by E-mail

Specifies whether you want to be notified by e-mail when your print job is finished.

Specify Job Owner

Selects how the job owner is specified. This job owner is used when print job tabulation functions are used.

Information on printing from UNIX and Macintosh computers is provided separately. Refer to the following for procedures on sending print jobs.

- UNIX – System Administration Guide
- Macintosh – PostScript User Guide

Emulation Parameters

The emulation parameters for PCL and PDF can be changed as necessary.

For information on how to change parameter values, refer to *Print Mode in the Machine Status chapter on page 273*.

PCL Emulation

Parameter	Item No.	Value
Paper Tray	201	0 (Default): Auto 1: Tray 1 2: Tray 2 3: Tray 3 4: Tray 4 5: Tray 5 (Bypass) Selects the paper tray. When [Auto] is selected, the machine automatically selects the tray that contains the paper whose size is specified on the [Paper Supply] screen.
Auto Size	202	3: A3 4 (Default*): A4 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17" 30: 8K Sets the default paper size when the machine is set to select the paper size automatically. Only available when [Paper Tray] is set to [Auto]. * The default value will be either [4] or [23] depending on the region of use.
Bypass Size	203	3: A3 4 (Default*): A4 5: A5 14: B4 15: B5 21: 8.5 × 14" 22: 8.5 × 13" 23 (Default*): 8.5 × 11" 24: 11 × 17" Sets the paper size for the bypass tray. Only available when [Paper Tray] is set to [Tray 5 (Bypass)]. * The default value will be either [4] or [23] depending on the region of use.
Orientation	205	0 (Default): Portrait 1: Landscape Sets the document orientation.

Parameter	Item No.	Value
2 Side Print	206	0 (Default): Off 1: On Sets whether to enable double-sided printing.
Default Font	207	0: CG Times 1: CG Times Italic 2: CG Times Bold 3: CG Times Bold Italic 4: Univers Medium 5: Univers Medium Italic 6: Univers Bold 7: Univers Bold Italic 8: Univers Medium Condensed 9: Univers Medium Condensed Italic 10: Univers Bold Condensed 11: Univers Bold Condensed Italic 12: Antique Olive 13: Antique Olive Italic 14: Antique Olive Bold 15: CG Omega 16: CG Omega Italic 17: CG Omega Bold 18: CG Omega Bold Italic 19: Garamond Antiqua 20: Garamond Kursiv 21: Garamond Halbfett 22: Garamond Kursiv Halbfett 23 (Default): Courier 24: Courier Italic 25: Courier Bold 26: Courier Bold Italic 27: Letter Gothic 28: Letter Gothic Italic 29: Letter Gothic Bold 30: Albertus Medium 31: Albertus Extra Bold 32: Clarendon Condensed 33: Coronet 34: Marigold 35: Arial 36: Arial Italic 37: Arial Bold 38: Arial Bold Italic 39: Times New 40: Times New Italic 41: Times New Bold 42: Times New Bold Italic 43: Symbol 44: Wingdings 45: Line Printer 46: Times Roman 47: Times Italic 48: Times Bold 49: Times Bold Italic 50: Helvetica 51: Helvetica Oblique 52: Helvetica Bold 53: Helvetica Bold Oblique 54: CourierPS 55: CourierPS Oblique 56: CourierPS Bold 57: CourierPS Bold Oblique 58: SymbolPS 59: Palatino Roman 60: Palatino Italic 61: Palatino Bold 62: Palatino Bold Italic 63: ITC Bookman Light 64: ITC Bookman Light Italic 65: ITC Bookman Demi 66: ITC Bookman Demi Italic 67: Helvetica Narrow 68: Helvetica Narrow Oblique 69: Helvetica Narrow Bold 70: Helvetica Narrow Bold Oblique 71: New Century Schoolbook Roman 72: New Century Schoolbook Italic 73: New Century Schoolbook Bold 74: New Century Schoolbook Bold Italic 75: ITC Avant Garde Book 76: ITC Avant Garde Book Oblique 77: ITC Avant Garde Demi 78: ITC Avant Garde Demi Oblique 79: ITC Zapf Chancery Medium Italic 80: ITC Zapf Dingbats

Parameter	Item No.	Value
Symbol Set	208	0 (Default): Roman 8 1: ISO 8859-1 Latin 1 2: ISO 8859-2 Latin 2 3: ISO 8859-9 Latin 5 4: ISO 8859-10 Latin 6 5: PC-8 6: PC-8 DN 7: PC-775 8: PC-850 9: PC-852 10: PC-1004 (OS/2) 11: PC Turkish 12: Windows 3.1 Latin 1 13: Windows 3.1 Latin 2 14: Windows 3.1 Latin 5 15: DeskTop 16: PS Text 17: MC Text 18: Microsoft Publishing 19: Math 8 20: PS Math 21: Pi Font 22: Legal 23: ISO 4 United Kingdom 24: ISO 6 ASCII 25: ISO 11 Swedish:names 26: ISO 15 Italian 27: ISO 17 Spanish 28: ISO 21 German 29: ISO 60 Norwegian v1 30: ISO 69 French 31: Windows 3.0 Latin 1 32: Windows Baltic 33: Symbol 34: Wingdings
Font Size	209	400–5000 (Default: 1200): Specifies the point size of a font in increments of 25. The value of 100 represents 1 point.
Font Pitch	210	600–2400 (Default: 1000): Specifies the pitch size of a font. The value of 100 represents the pitch size of 1.
Form Line	211	5–128 (Default: 64 or 60*): Specify the number of lines on a page. * The default value will be [64] if the default value of the item 202/203 is [4]; [60] if the value for 202/203 is [23].
Print Sets	212	1–999 (Default: 1): Specify the number of print sets.
Image Enhance	213	0: Off 1 (Default): On Sets whether to enable the enhanced image mode.
Hex Dump	214	0 (Default): Off 1: On Sets whether to enable a hex dump.
Draft Mode	215	0 (Default): Off 1: On Sets whether to enable the draft mode.
Binding	217	0 (Default): LEF 1: SEF Specifies which edge of paper is to be bound.
Line Termination	218	0 (Default): Off 1: Add-LF (Appends an LF to CR) 2: Add-CR (Appends a CR to LF and FF) 3: CR-XX (Appends a CR to LF and FF, and LF to CR)

PDF

Parameter	Item No.	Value
Print Sets	401	1–999 (Default: 1): Specify the number of print sets.
2 Side Print	402	0 (Default): Off 1: LEF Binding 2: SEF Binding Specifies which edge of paper is to be bound for double-sided printing.
Print Mode	403	0 (Default): Standard 1: Fast 2: High Quality Selects the print mode.
Sort	404	0 (Default): Off 1: On Sets whether to enable sorting.
Paper Size	406	0: Auto 1 (Default): A4 Sets the paper size.
Password	–	Enter a password up to 32 characters.

9 CentreWare Internet Services

This chapter contains information on the optional CentreWare Internet Services program. The CentreWare Internet Services program uses the embedded Web User Interface which enables communication between a networked computer and the machine via HTTP. CentreWare Internet Services can be used to check each job and the machine status, or change the network settings.

You can also configure a job template using this program. Click the [Display Job Template Screen] button on the Job Templates page on the CentreWare Internet Services home page. For more information on job templates, refer to *Services on page 149*.

For troubleshooting the CentreWare Internet Services, refer to the System Administration Guide.

NOTE: This service must be installed and set up by the System Administrator prior to use. For more information on installation and setups of the CentreWare Internet Services feature, refer to the System Administration Guide. Some of the CentreWare Internet Services features will have restricted access. Contact the System Administrator for further assistance.

NOTE: This feature is not available on a machine in which the direct printing feature is not configured.

Target Computers

The OS and web browsers that can be used for CentreWare Internet Services are as follows.

OS	Web Browsers
Windows 98SE Windows Me Windows NT4.0	Internet Explorer 5.5 SP2, 6.0 SP1 Netscape 7 NOTE: Activating two or more browsers could produce unexpected results.
Windows 2000	Internet Explorer 5.5 SP2, 6.0 SP1 Netscape 7.1
Windows XP	Internet Explorer 6.0 SP1 Netscape 7.1
Windows Server 2003	Internet Explorer 6.0 SP1 Netscape 7.1
Mac OS 8.x–9.x	Internet Explorer 5.1 Netscape 7.02
Mac OS X 10.2.6	Internet Explorer 5.2 Netscape 7.02

Accessing CentreWare Internet Services

Follow the steps below to access CentreWare Internet Services.

1. At a client workstation on the network, launch an internet browser.
2. In the URL field, enter “http://” followed by the internet address of the machine. Then press the <Enter> key on the keyboard.

Example: If the internet address is vvv.xxx.yyy.zzz, enter the following in the URL field:

```
http://vvv.xxx.yyy.zzz
```

If the port number is set, append that to the internet address as follows. In this example, the port number is 80.

```
http://vvv.xxx.yyy.zzz:80
```

The home page of CentreWare Internet Services is displayed.

NOTE: If the Auditron feature is enabled, you may be required to enter the user ID and password (if one is set up). If you need assistance, contact the Key Operator.

NOTE: When your access to CentreWare Internet Services is encrypted, enter “https://” followed by the internet address, instead of “http://”.

Standard Features - CentreWare Internet Services

CentreWare Internet Services allows you to display, configure, and change the current status or settings of the machine through a web browser on a computer instead of the control panel of the machine.

Interface Options

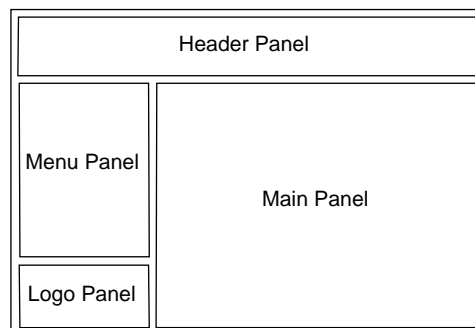
The CentreWare Internet Services home page contains four panels without visible boundaries. You can change the left and right panel sizes by dragging the boundary between them.

Header Panel

Displays the header for all pages. The header includes the CentreWare Internet Services logo and the model of the machine. Just under this panel on nearly all the pages is the tab bar which corresponds to the six functions or page buttons. These are [Services], [Jobs], [Status], [Properties], [Maintenance], and [Support]. You can navigate through the pages when you click the text on each tab.

Logo Panel

Displays the company logo.



Menu Panel

Displays information about the machine, including the [Name], [IP Address], [Product Name] and [Status]. Other details may also be displayed if they have been specified on the [Properties] page. The [Refresh Status] is located below these details on the [Properties] page. Click [Refresh Status] to update the machine status. The display here corresponds to the display when [General] is selected on the [Status] page.

You will find a collapsible menu that links to different items on the left side of the [Services], [Jobs], [Status], [Properties], [Maintenance], and [Support] pages.

Main Panel

Displays buttons that link to [Services], [Jobs], [Status], [Properties], [Maintenance], and [Support] pages. Click the buttons to go to the required pages. [Refresh Status] is also displayed on most pages.

For more information about each function, refer to the following.

Services – page 149

Jobs – page 154

Status – page 156

Properties – page 158

Maintenance – page 177

Support – page 177

Services

This page allows you to send jobs to the machine for printing or create/change job templates to be saved on the machine from this screen.

Follow the steps below to select the features available on the [Jobs] tab.

1. Click [Services] on the Main Panel of the home page.
2. On the collapsible menu of the Menu Panel, click [Job Submission] to print jobs or click [Job Templates] to display the list of job templates on the machine.

Job Submission

Allows you to print documents stored in your computer. Specify the following settings, and click [Start] to submit the job.

Paper Tray:

Allows you to select the paper tray from the drop down menu.

Quantity:

Enter the number of sets to print. You can enter a number between 1 to 999.

Collated

Specify whether to collate printouts or not.

File Name

Allows you to specify the file to print. Clicking the [Browse] button next to the File Name edit box opens the Choose File dialog box where you can select the file to print. You can print only files with the following extensions: .pdf, .tif, .prn, .pcl, .ps and .txt.

Job Templates

This page allows you to view the list of job templates registered in the machine, create new templates, or modify the existing ones. Job templates can be created in different settings by selecting features such as resolution and file format. Up to 250 templates can be stored in the optional hard disk of the machine.

Up to 20 templates are listed alphabetically on the [Device Templates] screen. Click [Next] or [Previous] to view the next or previous page. [First] and [Last] buttons are also available to skip to the beginning and the last pages of the list, respectively.

If you apply any template to a scan job, retrieve the job template first on the machine. To create or change job templates from this screen, follow the steps below.

1. Click the [Services] tab on the Header Panel of the CentreWare Internet Services home page.
2. Select [Job Templates].
3. Click [Display Job Template Screen].
4. The Job Template page with the list of device templates is displayed.
5. Select [Template], [File Repository Setup], or [General Settings] on the right-hand corner of the Job Template page as required.
6. Perform the necessary operations.
7. Click [OK].

Template

This page allows you to view the saved job templates, create a new template, change an existing template, and copy or delete a template.

Create New

To create a new template, click [Create New] at the top right corner of the Template page. After editing, click [OK]. The template is then saved. You can view the saved templates by clicking [List].

NOTE: When creating a new template, using the same job template name on different templates is not allowed. An error message will be displayed if the same template name is used.

The following table shows the setting items available on the [Create New] page, the [Basic Scanning], [Added Features], [Image Quality], and [DMF] tabs. When [Create

New] is selected on the [Device Templates] screen, the [Create New] page is displayed. To select the required tab, click [Next] to go to next page.

Setting Item	Description
Template Name	Enter the name of the template.
Description	Enter the description for the template.
Repository Type	Select the method of specifying how scanned data is stored. When [Public] is selected, you can select the existing repository setup from the drop down menu displayed. When [Private] is selected, you can configure the repository manually.
Protocols NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Select [FTP] or [SMB] for a transfer protocol.
Server Name NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the address of the server to transfer scanned data.
Port No. NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the port number.
Remote Path NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the path where the scanned data will be transferred on the screen. When [SMB] is selected in [Protocols], you can enter the name of the shared volume.
Login Name NOTE: This item will be displayed only when [Private] is selected for Repository Type.	Enter the user ID for the specified server.
Filing Policy	Select the filing method from the drop down menu. You can select from [Overwrite Existing File], [Add to Existing File], [Create New] or [Cancel].
Job Log	Select whether to enable job logs. You can select either the version 1.3 or 2.0 of the job log.
Basic Scanning	
Output Color	Select black or grayscale for output color.
Resolution	Select the resolution of the scanned data.
2 Sided Originals	Select double-sided or single-sided scanning.
Added Features	

Setting Item	Description
Reduce/Enlarge	Select from [Preset %], [Variable %], or [Auto]. The contents of the drop down menu will vary according to your selections. No drop down menu is displayed if [Auto] is selected.
Original Input	Specify the scan size. You can select [Select Size] or [Custom Size]. In [Select Size], you can select the size from the drop down menu. In [Custom Size], you can specify the height and width of the original. The available range for the width is between 50 mm and 432 mm (2.0 and 17.0 inches), and height is between 50 mm and 297 mm (2.0 and 11.7 inches).
Stored Size	Select the stored size. The stored sizes from the drop down menu will be displayed only when [Auto] is selected for Reduce/Enlarge. If [Preset %] or [Variable %] is selected, the stored size will be set to Auto Size Detect.
File Format	Select the file format from the drop down menu. If the Output Color on the Basic Scanning screen is set to [Black], TIFF, Multi-page TIFF, or PDF will be displayed in the drop down menu. If the Output Color is set to [Grayscale], TIFF, Multi-page TIFF, JPEG, or PDF will be displayed.
Image Quality	
Background Suppression	Specify whether to enable background suppression on the scanned image.
Contrast	Select the contrast of the scanned data. You can select from five different levels in the drop down menu.
Lighten/Darken	Select the density of the scanned data. You can select from seven different levels in the drop down menu.
Sharpness NOTE: This item will not be displayed when [Black] is selected for Output Color.	Select the sharpness of the scanned data. You can select from five different levels in the drop down menu.
Original Type NOTE: This item will not be displayed when [Grayscale] is selected for Output Color.	Select the type of original. You can select [Photo & Text], [Text] or [Photo] from the drop down menu.
Image Compression NOTE: This item will not be displayed when [Black] is selected for Output Color.	Select the level of JPEG compression. You can select from five different levels in the drop down menu.
DMF (Document Management Field)	
Field Name	Enter the name of the DMF data.

Setting Item	Description
Enable User Editing	Select whether to allow users to modify the values in the field.
Field Label	Enter the label for the field displayed on the touch screen.
Default Value	Enter the actual data assigned to a particular field.

Edit

To change an existing template, click [Edit] on the right of the template requiring changes. After changing, click [OK] to save the template. You can view the saved templates by clicking [List].

Copy

To copy a template, click [Copy] on the right of the template that requires copying. Then enter a name for the copy and click [OK]. To cancel the copy, click [Cancel].

Delete

To delete a template, click [Delete] on the right of the template requiring deletion. A confirmation message displays to confirm the delete selection. If you click [OK], the template will be deleted. To cancel the deletion, click [Cancel].

NOTE: Only one template can be deleted at a time.

Apply

Use to transmit to the machine new settings made using Internet Services. The previous device settings will be replaced with the new settings. If a configuration error occurs in one setting, the settings before the error setting appear on the screen. The settings after the error setting will remain unchanged.

Undo

Reset the values before a change was made. New settings will not be sent to the machine.

Refresh

Click this button to display the latest Job Template List.

File Repository Setup

This page allows you to set up or change the file repository setups.

File Repository Setup	Select the file repository setup you want to configure.
Name	Enter the name of the repository setup.
Protocols	Select [FTP] or [SMB] for a transfer protocol.
Server Name	Enter the name of the server to transfer scanned data.
Port No.	Specify the port number.
Remote Path	Enter the path in the server where the data will be saved. When [SMB] is selected in [Protocols], you can enter the name of the shared volume.
Login Name	Enter the user ID.
Password	Enter the password for the user ID.
Re-enter Password	Re-enter the password for verification.

General Settings

This page allows you to specify whether to print the log-in and/or domain names on the job log list. Unchecked items will not be displayed on a job log.

User Information

Select the items to be listed on a job log.

- Login Name
- Domain

Jobs

This page displays a list of active and completed jobs sent using the protocols, or from the machine control panel. The details displayed may differ from those shown on the touch screen of the machine. In addition to displaying details on the jobs, this page allows you to delete jobs as well.

Follow the steps below to select the features available on the [Jobs] tab.

1. Click [Jobs] on the Main Panel of the home page.
2. On the collapsible menu of the Menu Panel, click [Job List] to view the list of active jobs or click [Job History List] then [Job History] to view the list of completed jobs.

Job List

This page displays the list of active jobs being processed when you select [Job List]. Details include the following.

Job Name

Displays the name of the job.

Owner

Displays the name of the client (user) that has sent the job.

Status

Displays the status of the job.

Job Type

Displays the type of job.

Quantity

Displays the number of sets that have been processed.

Job History List

This page displays a list of completed jobs. Details include the following.

Job Name

Displays the name of the job.

Owner

Displays the name of the client (user) who sent the job.

Job Status

Displays the status of the job. The status includes [Completed], [Error], [Deleted], [Shutdown], [Cancelled], and [Unknown].

Job Type

Displays the type of job.

Pages

Displays the number of pages printed.

Output Destination

Displays the output destination, address, document receipt number or name of the recipient server or file. If the output destination is unknown or not specified, "-" is displayed.

Host Interface

Displays the name of the host that has sent the job. If the host interface is unknown or not specified, "-" is displayed.

Date/Time Completed

Displays the date and time the job completed.

NOTE: If [Auto Refresh Interval] is specified, a job will not be automatically updated if it is being processed.

Job Management

On the [Job List] of active jobs, you can delete jobs.

NOTE: In some instances, the deletion of jobs might be ignored.

Delete

Follow this step to delete a job.

1. Select the check box to the left of the job that requires deletion, then click [Delete].

If you have selected the check boxes for more than one job, all those jobs will be deleted when you click [Delete].

Status

This page allows you to check the status of the paper trays, output trays, and consumables of the machine. The details displayed may differ from those shown on the touch screen of the machine.

Follow the steps below to select features available on the [Status] tab.

1. Click [Status] on the Main Panel on the home page.
2. Click the required feature on the collapsible menu of the Menu Panel.

General

This page displays the machine information and status. It also displays the [Refresh Status] and [Reboot] buttons. Click the [Refresh Status] button to display the latest information.

Trays

This page displays the status of the paper tray and output tray.

Paper Tray

Trays

Lists the available paper trays, namely Tray 1, Tray 2, Tray 3 (optional), Tray 4 (optional), and Tray 5 (Bypass).

NOTE: Trays displayed will depend on the configuration.

Status

Displays the status of the paper tray as [Ready], [Empty], [Not Available], or [Unknown].

NOTE: The status of the paper tray may be displayed as [Unknown] if the machine is in the power saver mode.

Paper Remaining

Displays the percentage of paper remaining in each tray in 25% increments.

Paper Size

Displays the size of paper loaded in each tray.

Paper Type

Displays the type of paper loaded in each tray.

Priority

Displays the priority set for each tray when Auto Tray Switching is selected. The highest priority is number 1. The greater the number, the lower the priority.

Output Tray**Trays**

Lists the available output trays.

NOTE: Trays displayed will depend on the configuration.

Status

Displays the status of the output tray.

NOTE: If the output tray becomes full, remove the stack from the output tray.

Consumables

The consumables menu displays the status of the drum cartridge, toner cartridge, and the staple cartridge. The status indicates when you need to replace each item.

Drum Cartridge

Displays the status of the drum cartridge as [Ready], [Type Mismatch], [Replace Soon], [Replace Now], or [Not Installed].

NOTE: If [Replace Now] is displayed, replace the drum cartridge.

Toner Cartridge

Displays the remaining toner in 25% increments.

NOTE: If the remaining toner becomes low, replace the toner cartridge.

Staple Cartridge

Displays the status of the staple cartridge as [Ready], [Not Available], [Empty], or [Fault].

NOTE: If [Empty] is displayed, replace with a new staple cartridge.

Properties

This page allows you to view and set the machine properties. These include the machine details and configuration, the CentreWare Internet Services settings, the port settings, protocol settings, emulation settings, and the memory settings. The items displayed will depend on the model and configuration of the machine.

NOTE: Some settings with data entry use bytes as units of data volume. Each character that you enter is one byte.

1. Click [Properties] on the Main Panel on the home page.
2. Select an item from the collapsible menu on the Menu Panel. To select an item in the [Security], [Port Settings], [Protocol Settings], or [Emulation Settings] folder, click “+” on the left of the folder to open the item.
3. To change settings, use the drop-down list box, text boxes, and check boxes on the page.

The default settings in the drop-down list box are indicated with an asterisk (*).

4. After changes have been made, click [Apply New Settings].
 - To cancel any changes you have made, click [Restore Settings].
 - To display the current machine settings, click [Refresh Status].

NOTE: Some settings will be available only after you restart CentreWare Internet Services or after the machine is switched off and on.

Default User ID and Password

If the System Administrator mode is enabled in CentreWare Internet Services settings, you will be prompted to enter the System Administrator user ID and password when changes are made. The default user ID and password for the System Administrator are “11111” and “x-admin”, respectively. This ID and Password are default and can be changed by the System Administrator.

Properties Features

The following table lists the items that can be set.

Some items may not be displayed depending on your machine configuration.

Feature	Setting items
Machine Details	Product Name Displays the name of the product. This is a display-only item. Serial No. Displays the serial number of the machine. This is a display-only item. Name Enter the name of the machine. Location Enter the location of the machine. Contact Person Enter the name of the System Administrator. Administrator E-mail Address Enter the e-mail address of the System Administrator. Machine E-mail Address Enter the e-mail address of the machine. Comment Enter a comment on the machine.
Configuration	Memory Displays the size of the memory installed, amount of memory used for each protocol, and the size of PostScript memory if installed. Available Printer Language Lists the printer languages used by the machine and their versions. Software Displays the version of software installed on the machine. Hard Disk Lists the names, and total and free sizes of the volumes in the hard disk. Hardware Lists the hardware installed and their status.
Counters	Displays the total number of impressions and jobs.
Paper Tray Attributes	Trays Lists the paper trays installed. Paper Type Lists the paper type set for each tray. Priority Allows you to set the priority for specified paper trays.

Feature	Setting items
Paper Settings	Paper Type Lists different paper types. Paper Name Enter the names for [Custom Paper 1] to [Custom Paper 5]. Priority Allows you to configure the priority settings when the auto tray is selected for the various paper types.
Power Saver Settings	Low Power Mode Time-Out Allows you to specify the time-out period when the machine enters the Low Power Mode from user operation. Sleep Mode Time-Out Allows you to specify the time-out period when the machine enters the Sleep Mode from the Low Power Mode.
Address Book	Allows you to store or retrieve address information in the CSV format. When storing the new Address Book as CSV format, all previous addresses are replaced by the new ones. Import Allows you to store address information in the machine. Specify the file name or click [Browse] to locate the CSV file, and click [Import a file in CSV Format]. Export Allows you to download the address information in a CSV file. Click [Get a file in CSV Format] to download the CSV file.

Feature	Setting items
Mailbox	<p>Mailbox Number Allows you to configure the settings of a mailbox number.</p> <p>Document Order Allows you to select the display order of the documents saved in the mailbox.</p> <p>Document List Click this button to display the mailbox document list.</p> <p>Mailbox Document List Displays the list of documents in the mailbox.</p> <p>Mailbox Number – Displays the mailbox number of the document list.</p> <p>Document Number – Displays the document numbers.</p> <p>Document Name – Displays the document name.</p> <p>Stored Date – Displays the date and time of the document when it was stored in the mailbox.</p> <p>Compression Format – Displays the compression format of the document.</p> <p>Pages – Displays the number of pages in the document.</p> <p>Type – Displays the type of job of the document.</p> <p>Retrieve – Allows you to specify the retrieval method of the scanned document or the Internet Fax document in the mailbox.</p> <ul style="list-style-type: none"> • Retrieve Page – Specify whether to retrieve a specific page of the document. • Page Number – Specify the page number to be retrieved. <p>Print Document – Allows you to specify the printing method of the faxed document in the mailbox.</p> <ul style="list-style-type: none"> • Paper Tray – Specify the paper tray. • Quantity – Specify the quantity of printouts. <p>Edit – Click this button to display the mailbox settings screen.</p>

Feature	Setting items
Mailbox	<p>Mailbox Settings Allows you to configure the detailed settings as follows. Mailbox Number – Displays the mailbox number. This is a display-only item. Mailbox Name – Enter the name of the mailbox. Password – Enter the mailbox password of the mailbox. Check Password – Allows you to select whether and when a password for the mailbox is required. Owner – Displays the owner of the mailbox. Linked Job Flow Sheet - Display the job flow sheet name when the Mailbox is linked to a job flow sheet. Auto Start Job Flow Sheet – Allows you to specify whether to perform the linked job flow sheet when a document is stored in the mailbox. Auto Delete Documents – Allows you to delete a document from the mailbox automatically after a command such as printing has completed. Delete Documents with Expiry Date – Allows you to delete documents when they reach specified expiration dates. Number of Documents – Displays the number of documents stored in the mailbox.</p> <p>Display Job Flow Sheets List Document Order – Allows you to select the order of job flow sheets displayed on the list. Display Job Flow Sheets List – Click this button to display the job flow sheets list.</p> <p>Job Flow Sheets List Mailbox Number – Display the mailbox number. Sheet Type – Displays the job flow sheet type. Name – Lists the names of job flow sheets. Last Updated – Lists the dates when the job flow sheets were last updated. Link Job Flow Sheet to Mailbox – Click to link the selected job flow sheet to the mailbox. Delete – Click to delete the selected job flow sheet. Edit Job Flow Sheet – Click to edit the selected job flow sheet. Create New Job Flow Sheet – Click to create a new job flow sheet.</p> <p>Job Flow Sheets Common Attributes Name – Enter or change the name for the job flow sheet. Description – Enter or change the description of the job flow sheet. Job Flow – Displays the document processing type. Total Destinations – Displays the number of destinations. Sheet Type – Displays the job flow sheet type.</p>

Feature	Setting items
Mailbox	<p>Edit Job Flow Sheet Edit Destination – Allows you to select the processing type to be edited. Edit Job Flow Sheet – Click to edit the settings for the specified processing type.</p> <p>Print Name – Displays the name of the job flow sheet. Paper Tray – Allows you to select the paper tray. Quantity – Allows you to select the number of printouts.</p> <p>Send as Fax Name – Displays the name of the job flow sheet. Recipient Name – Enter the recipient's name. Recipient Address – Enter the recipient's address. Line Type – Displays the line type. Communication Mode – Select the fax communication mode. Mailbox Number – Enter the mailbox number. Mailbox Password – Enter the mailbox password. Relay Broadcast – Select whether to enable relay broadcasting. Print at Relay Station – Select whether to print the document at the relay station. Relay Station ID/Broadcast Recipients – Specify the relay station ID or destinations. F Code – Enter the F Code. Password (F Code Communication) – Enter the password for the F Code if required.</p> <p>Send as Internet Fax Name – Displays the name of the job flow sheet. Recipient Name 1–10 – Enter the recipient's name. Recipient Address 1–10 – Enter the recipient's e-mail address. Comment – Enter the comment to Internet Fax. Internet Fax Profile – Select the Internet Fax profile.</p> <p>Send as E-mail Name – Displays the name of the job flow sheet. Recipient Name 1–10 – Enter the recipient's name. Recipient Address 1–10 – Enter the recipient's e-mail address. Subject – Enter the e-mail subject. File Format – Select the file format.</p> <p>FTP Transfer Name – Displays the name of the job flow sheet. Recipient Name – Enter the recipient's name. Server Name – Enter the FTP server address. Path – Enter the path to the directory in which the data is uploaded. User Name – Enter the user ID for the account. Password – Enter the password for the account. File Format – Select the file format.</p>

Feature	Setting items
Mailbox	<p>SMB Transfer</p> <p>Name – Displays the name of the job flow sheet.</p> <p>Recipient Name – Enter the recipient's name.</p> <p>Server Name – Enter the server address.</p> <p>Volume Name – Enter the volume name.</p> <p>Save in – Enter the folder name where the data is saved.</p> <p>User Name – Enter the user ID for the account.</p> <p>Password – Enter the password for the account.</p> <p>File Format – Select the file format.</p>
Security	<p>Allows you to configure and view security settings.</p> <p>General Security</p> <p>Allows you to enable the HTTPS protocol on a specified port.</p> <p>HTTPS – Select to enable the HTTPS protocol.</p> <p>Port Number – Specify the port number.</p> <p>Certificate Management</p> <p>Lists the certificate information assigned to the machine.</p> <p>Subject – Displays the subject for the certificate.</p> <p>Issuer – Displays the issuer of the certificate.</p> <p>Serial Number – Displays the serial number of the certificate.</p> <p>Size of Public Key – Displays the size of the public key assigned to the certificate.</p> <p>Valid From – Displays the date when the certificate became valid.</p> <p>Valid Until – Displays the date until which the certificate is valid.</p> <p>Status – Displays the certificate status.</p> <p>Certificate Purpose – Lists the purposes of issued certificate.</p> <p>Import – Click to import a certificate.</p> <p>Import Certificate</p> <p>Password – Allows you to specify a password.</p> <p>Re-enter Password – Re-enter the password for verification.</p> <p>Filename – Enter or locate the file name of the certificate.</p>

Feature	Setting items
Mail Notice Settings	<p>Mail Notice Settings Allows you to configure the e-mail notice settings as follows. Notice Frequency – Allows you to select the frequency of sending the status e-mail. Notice Day (Weekly) – Allows you to select the day of the week on which to send status e-mail. Notice Date (Monthly) – Allows you to select the date of the month on which to send the monthly status e-mail. Notice Time – Allows you to specify the time to send the e-mail notice. IP Reject Frequency – Allows you to specify the number of rejections before sending an e-mail notice to users whose IP address is not allowed. Domain Reject Frequency – Allows you to specify the number of rejections before sending an e-mail notice to users whose domain is not allowed. Next Notice Date – Displays the date on which the next notice will be sent.</p> <p>Mail Recipient Settings Recipient Mail Address – Allows you to specify up to three recipient e-mail addresses. Regular Notice – Allows you to enable or disable sending regular notices to the specified recipients. IP Reject Notice – Allows you to enable or disable sending IP reject notices to the specified recipients. Domain Reject Notice – Allows you to enable or disable sending domain reject notices to the specified recipients.</p>

Feature	Setting items
Auditron Settings	Auditron Settings Allows you to enable or disable the Auditron feature for each service. Auditron Mode – Displays the Auditron mode enabled. Auditron (Print) – Select to enable the Auditron feature for printing. Auditron (Copy) – Select to enable the Auditron feature for copying. Auditron (Scan) – Select to enable the Auditron feature for scanning. Auditron (Fax) – Select to enable the Auditron feature for faxing. Mailbox Print – Select to enable the Auditron feature for printing documents in mailboxes. Mailbox to PC/Server – Select to enable the Auditron feature for forwarding mailbox documents to a PC or a remote server. Non-account Print – Select to enable the Auditron feature for print jobs without user IDs. Account Number – Specify the account number and click the [Edit] button to change account user information. Auditron User Account Settings Account Number – Displays the specified account number. User Name – Enter the user name. User ID – Enter the user ID. Password – Enter the password for the user ID. Card ID – Enter the card ID for the user. Black Print Limit – Specify the impression limit for printing. Black Copy Limit – Specify the impression limit for copying. Black Scan Limit – Specify the limit for scanning images. Total Black Printed Impressions – Displays the total print impressions. Total Black Copied Impressions – Displays the total copy impressions. Total Black Scanned Images – Displays the number of total scanned images.
Internet Services Settings	Internet Services Settings Allows you to configure the following setting for CentreWare Internet Services. Auto Refresh Interval – Enter a time in seconds when the contents of the browser display will be refreshed automatically.

Feature	Setting items
Port Status	<p>Port Status Allows you to select whether to enable or disable different ports used on the machine.</p> <p>Parallel – Allows you to select the check box to enable.</p> <p>USB – Allows you to select the check box to enable.</p> <p>EtherTalk – Allows you to select the check box to enable.</p> <p>SMB – Allows you to select check box to enable. You can also configure the transport protocol to be used. To enable the transport protocol, select the check box of TCP/IP and/or NetBEUI.</p> <p>NetWare – Allows you to select check box to enable. You can also configure the transport protocol to be used. To enable the transport protocol, select the check box of IPX/SPX and/or TCP/IP.</p> <p>LPD – Allows you to select the check box to enable.</p> <p>SNMP – Allows you to select the check box to enable. You can also configure the transport protocol to be used. To enable the transport protocol, select the check box of UDP and/or IPX.</p> <p>IPP – Allows you to select the check box to enable.</p> <p>Port9100 – Allows you to select the check box to enable.</p> <p>UPnP – Allows you to select the check box to enable.</p> <p>FTP Client – Allows you to select the check box to enable.</p> <p>Receive E-mail – Allows you to select the check box to enable.</p> <p>Mail Notice Service – Allows you to select the check box to enable.</p> <p>Internet Services – Allows you to select the check box to enable.</p> <p>SOAP – Allows you to select the check box to enable.</p>
Port Settings	<p>Ethernet Allows you to select the ethernet transmission rate.</p> <p>Ethernet Settings – You can select one of the following options.</p> <ul style="list-style-type: none"> • Auto: Detects the ethernet transmission rate automatically. • 10BASE-T(Half Duplex): Selects 10BASE-T (in half duplex) as the default value. • 10BASE-T(Full Duplex): Selects 10BASE-T (in full duplex) as the default value. • 100BASE-T(Half Duplex): Selects 100BASE-T (in half duplex) as the default value. • 100BASE-T(Full Duplex): Selects 100BASE-T (in full duplex) as the default value. <p>MAC Address – Displays the MAC address of the machine. This is a display-only item.</p>

Feature	Setting items
Port Settings	<p>Parallel Allows you to configure the parallel port settings. Bi-directional Communication – Allows you to enable or disable Bi-directional Communication (IEEE1284). Auto Eject Time – Allows you to specify the time when the paper will be automatically ejected from the printer if no data are sent to the printer. Adobe Communication Protocol – Only displayed when PostScript is enabled. Select one of the following options.</p> <ul style="list-style-type: none"> • Normal: Select this when the communication protocol is in the ASCII format. • Binary: Select this when the communication protocol is in the binary format. • TBCP: Select this to switch between the specific control codes when the communication protocols involve both ASCII and binary formats. <p>USB Allows you to configure the USB port settings. Auto Eject Time – Allows you to specify the time when the paper will be automatically ejected from the printer if no data are sent to the printer. Adobe Communication Protocol – Only displayed when PostScript is enabled. Select one of the following options.</p> <ul style="list-style-type: none"> • Normal: Select this when the communication protocol is in the ASCII format. • Binary: Select this when the communication protocol is in the binary format. • TBCP: Select this to switch between the specific control codes when the communication protocols involve both ASCII and binary formats.
Protocol Settings	<p>EtherTalk Only displayed when PostScript is enabled. Printer Name – Enter the printer name for EtherTalk. Zone Name – Enter the EtherTalk zone name. Printer Type – This is a display-only item.</p> <p>SMB Allows you to configure the SMB protocol settings as following. Workgroup – Enter the workgroup name. Host Name – Enter the host name. Maximum Sessions – Allows you to specify the maximum number of sessions. TBCP Filter – This is only displayed when PostScript is enabled.</p>

Feature	Setting items
Protocol Settings	<p>Unicode Support – Allows you to specify whether to enable Unicode support in the host name and workgroup name during SMB transmission.</p> <p>Auto Master Mode – Allows you to enable or disable (on/off) Auto Master Mode.</p> <p>Encrypt Password – Allows you to enable or disable password encryption during SMB transmission.</p> <p>NetWare Allows you to configure the settings for NDS, transport protocol and SLP, as follows.</p> <p>Host Name – Enter the host name.</p> <p>Active Mode – Selects the Active Mode for the printer when using NetWare.</p> <ul style="list-style-type: none"> • Bindery:PServer Mode: Select this when using the printer server mode in bindery service. • Directory:PServer Mode: Select this when using the printer server mode in directory service. <p>File Server Name – Enter the file server name.</p> <p>Polling Interval – Allows you to set the time interval from when print data enter the print queue until printing starts.</p> <p>Number of searches – Enter the maximum number of searches.</p> <p>Password – Enter the print server (PServer) password.</p> <p>Re-enter Password – Allows you to verify the PServer password by re-entering the same password.</p> <p>TBCP Filter – This is only displayed when PostScript is enabled.</p> <p>NDS – Configure the NDS settings.</p> <p>Tree Name – Enter the tree name.</p> <p>Context Name – Enter the context name of the Print Server Object. Up to 511 characters can be entered, with the exception of + (plus sign), \ (backslash), and ~ (tilde).</p> <p>Transport Protocol (IPX/SPX) – Configure the IPX/SPX settings.</p> <p>Frame Type – Select the frame type.</p> <ul style="list-style-type: none"> • Auto: Automatically configures the active frame type. • Ethernet II: Selects Ethernet frame type. • Ethernet 802.3: Selects IEEE802.3 frame type. • Ethernet 802.2: Selects IEEE802.3/IEEE802.2 frame type. • Ethernet SNAP: Selects IEEE802.3/IEEE802.2/SNAP frame type. <p>Network Address – Displays the network address in the XXXXXXXX:XXXXXXXXXXXX format.</p> <p>SLP – SLP will only be displayed when NetWare is selected in Port Status and TCP/IP is selected as the Transport Protocol.</p> <p>Active Discovery – Allows you to enable or disable the automatic detection of the SLP directory agent.</p>

Feature	Setting items
Protocol Settings	<p>TCP/IP</p> <p>Allows you to configure the following TCP/IP settings.</p> <p>Host Name – Enter the host name.</p> <p>Get IP Address – Allows you to set the method for obtaining the IP address by selecting the drop down menu to access the following options.</p> <ul style="list-style-type: none"> • Manual: The user will specify all the addresses. • DHCP: The address will automatically be set via DHCP. • BOOTP: The address will automatically be set via BOOTP. • RARP: The address will automatically be set via RARP. • DHCP/Autonet: The address will be automatically set by Autonet via DHCP. <p>IP Address – Enter the IP address allocated to the printer in the xxx.xxx.xxx.xxx format.</p> <p>Subnet Mask – Enter the subnet mask in the xxx.xxx.xxx.xxx format.</p> <p>Gateway Address – Enter the gateway address in the xxx.xxx.xxx.xxx format.</p> <p>DNS</p> <p>Allows you to configure DNS settings as follows.</p> <ul style="list-style-type: none"> • Get DNS Address – Allows you to enable or disable the automatic setting of the DNS server address via DHCP. • DNS Address 1–3 – Enter the DNS address 1, DNS address 2 and DNS address 3 in the xxx.xxx.xxx.xxx format. • DNS Name – Enter the DNS domain name. • Generate Domain Search List Automatically – Allows you to enable or disable the automatic setting to generate the domain search list. • Domain Name 1–3 – Enter the domain name for domain name 1, domain name 2 and domain name 3. • Connection Time-Out – Allows you to specify the time-out period when searching the domain. • Dynamic DNS Update – Allows you to enable or disable the dynamic DNS update. <p>WINS Server</p> <ul style="list-style-type: none"> • Get WINS Server Address – Allows you to enable or disable the automatic setting of the primary and secondary WINS server address via DHCP. • Primary WINS Server Address – Enter the primary WINS address in the xxx.xxx.xxx.xxx format. • Secondary WINS Server Address – Enter the secondary (backup) WINS address in the xxx.xxx.xxx.xxx format.

Feature	Setting items
Protocol Settings	<p>IP Address List Allows you to limit the IP address used for receiving print data when TCP/IP is enabled.</p> <ul style="list-style-type: none"> • IP Filter – Allows you to enable or disable IP filtering. • No. – Displays the entry number of the IP address list from 1 to 10. • Permitted IP Address – Enter the IP address for receiving print data when TCP/IP is enabled. • IP Mask – Enter an IP address mask for each IP address entered in permitted IP address. <p>LPD Allows you to configure the time-out settings for the LPD port. Port Number – Allows you to configure the port number. The default is “515”. TBCP Filter – This is only displayed when PostScript is enabled. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p> <p>SNMP Allows you to configure the following options when accessing the printer via SNMP. Community Name (Read Only) – Enter the community name used for display. Community Name (Read/Write) – Enter the community name for display and update. Community Name (Trap Notification) – Enter the trap notification community name. System Administrator – Enter the name of the System Administrator.</p> <p>IPP Allows you to configure the following options when using IPP (Internet Printing Protocol). Port Number – The default IPP port number 631 will be displayed. This is a display-only item. Add Port No. – Enter the port number. TBCP Filter – Only displayed when PostScript is enabled. Administrator Mode – Allows you to enable or disable the Administrator Mode. DNS – Allows you to configure whether to enable/disable DNS. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p>

Feature	Setting items
Protocol Settings	<p>Port9100 Allows you to configure the time-out settings for the Port9100. Port Number – Enter a value for the port number between 8000 and 9999. TBCP Filter – Only displayed when PostScript is enabled. Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p> <p>E-mail Allows you to configure the e-mail and Internet Fax settings as follows. Receiving Protocol – Allows you to select the receiving protocol for the job. Print Mail Headers and Contents – Allows you to select the print e-mail headers and contents option. Print Internet Fax Headers and Contents – Allows you to select the print Internet Fax headers and contents option. Auto Print Delivery Confirmation Mail – Allows you to enable or disable printing delivery confirmation e-mail, and printing undelivered mail. Auto Print Error Mail – Allows you to specify whether to print the error e-mail automatically. Maximum E-mail Size – Allows you to specify the maximum e-mail size. Max. No. of pages for Split Send – Allows you to set the size of outgoing e-mail in pages. Response to Read Status (MDN) – Select whether to send a confirmation to MDN. POP3 Server Address – Enter the POP3 server address. Up to 128 characters can be entered, including periods (.) and hyphens (-). POP3 Port Number – Specify the POP3 port number. POP Receive Authentication – Select to enable APOP authentication. POP3 Server Check Interval – Enter the interval to check the POP3 server between 1 and 120 minutes in 1 minute increments. POP User Name – Enter the POP user address. POP User Password – Enter the POP user password. SMTP Server Address – Enter the SMTP server address. Up to 128 characters can be entered, including (period) and - (hyphen). SMTP Port Number – Specify the SMTP port number. SMTP Send Authentication – Select whether and how users are required to authenticate before sending e-mail using an SMTP server.</p> <ul style="list-style-type: none"> • Off: User authentication is not required to use an SMTP server. • POP before SMTP: POP server authentication is required before using an SMTP server. • SMTP Authentication: SMTP server authentication is required to send e-mail.

Feature	Setting items
Protocol Settings	<p>SMTP Authentication User Name – Specify the user ID for SMTP authentication.</p> <p>SMTP Authentication Password – Specify the password for SMTP authentication.</p> <p>Domain Filtering - Receive – Allows you to specify whether to restrict incoming e-mail.</p> <p>Permitted Domain – Enter the domain name to permit incoming mails when Domain Filter is enabled.</p> <p>HTTP</p> <p>Allows you to configure the HTTP protocol settings as follows.</p> <p>Port Number – Enter the port number that receives requests from the browser.</p> <p>Maximum Sessions – Enter the maximum number of sessions between 1 and 20.</p> <p>Connection Time-Out – Allows you to specify the connection time-out period when transmission fails.</p> <p>UPnP</p> <p>Allows you to specify the port number for UPnP.</p> <p>Port Number – Specify the UPnP port number.</p> <p>SSDP</p> <p>Allows you to configure the SSDP protocol settings as follows.</p> <p>Valid Advertising Period – Specify the time during which the advertising period remains valid.</p> <p>Maximum TTL – Specify the maximum TTL.</p> <p>LDAP</p> <p>Allows you to configure the LDAP protocol settings as follows.</p> <p>LDAP Server Address – Enter the LDAP server address.</p> <p>Port Number – Specify the LDAP port number.</p>
Emulation Settings	<p>Print Mode</p> <p>Allows you to specify the type of printer language to use when a print job is sent using Parallel, USB, EtherTalk, SMB, NetWare, LPD, IPP, or Port9100. Only the enabled protocol will be displayed.</p> <p>Auto – Allows you to set the machine so that it will automatically determine and use the most suitable language to print data received from the host device.</p> <p>PostScript – Sets PostScript as the printer language.</p> <p>PCL – Sets PCL as the printer language.</p> <p>TIFF – Sets TIFF as the printer language.</p> <p>PJL – Allows you to enable or disable PJL. PJL is a command independent of printer languages. You can specify the printer language to use for the next job regardless of the printer language that is currently being used.</p>

Feature	Setting items
Emulation Settings	<p>PostScript Allows you to configure the settings when PostScript is enabled as follows. Logical Printer Number – Enter the logical printer number and click the [Edit] button. Paper Tray – Allows you to select the paper tray. Output Size – Allows you to select the paper size. Output Destination – Allows you to select the destination for your output. Print Quantity Setup – Allows you to select the print quantity setup that has priority over other settings. Quantity – Allows you to specify the print quantity. 2 Sided Print – Allows you to select whether to print both sides of paper. Collated – Allows you to specify whether to collate the output. Offset Stacking – Allows you to select the offset method. Stapling – Allows you to select the stapling method. Screen Type – Allows you to specify the screen type settings. Image Enhancement – Allows you to specify whether to enable or disable image enhancement. Resolution – Allows you to specify the resolution. Bypass Tray - Wait User – Allows you to specify whether to enable/disable this feature when the Tray 5 (Bypass) is selected.</p> <p>TIFF Allows you to configure the settings when TIFF is enabled. Logical Printer Number – Enter the logical printer number and click the [Edit] button. Memory Settings – Allows you to select a memory setting when the machine is switched off/on. Document Size – Allows you to select image size or standard size. Paper Tray – Allows you to select the paper tray. Output Size – Allows you to select the paper size. Output Destination – Allows you to select the destination for your output. Print Quantity Setup – Allows you to select the Print Quantity Setup that has priority over other settings. Quantity – Enter the number of sets to print when stored jobs is selected for Print Quantity Setup. 2 Sided Print – Allows you to select whether to print on both sides of paper. Origin – Allows you to specify the origin of the coordinates. Image Orientation – Allows you to select the orientation of the document. Multiple Up – Allows you to specify settings for Multiple-Up. Zoom – Allows you to specify the zoom ratio. Variable Y% – Allows you to specify the Y% between 25 and 100%.</p>

Feature	Setting items
Emulation Settings	<p>Variable X% – Allows you to specify the X% between 25 to 100%.</p> <p>Up/Down Adjustment – Allows you to specify a value between -250 and 250 mm (-9.8–9.8 inches) to adjust the vertical position of a hard clip area.</p> <p>Left/Right Adjustment – Allows you to specify a value between -250 and 250 mm (-9.8–9.8 inches) to adjust the horizontal position of a hard clip area.</p> <p>Paper Margin – Allows you to specify a value between 0 and 99 mm for the paper margin.</p> <p>Collated – Allows you to specify whether to collate the output.</p> <p>Stapling – Allows you to select the stapling method.</p> <p>Image Enhancement – Allows you to enable or disable image enhancement.</p> <p>Bypass Tray - Wait User – Allows you to specify whether to enable or disable this feature when Tray 5 (Bypass) is selected.</p> <p>PCL</p> <p>This page allows you to configure the settings when PCL is enabled.</p> <p>Paper Tray – Allows you to select the paper tray.</p> <p>Output Size – Allows you to select the paper size.</p> <p>Paper Size (Bypass) – Allows you to select the paper size for Tray 5 (Bypass).</p> <p>Output Destination – Allows you to select the destination for your output.</p> <p>Quantity – Allows you to specify the number of sets to print between 1 and 999.</p> <p>2 Sided Print – Allows you to select whether to print both sides of paper.</p> <p>Image Orientation – Allows you to select the image orientation.</p> <p>Form Lines – Allows you to specify the page length (printing area) of one page.</p> <p>Font – Allows you to select the required font from the list of fonts available.</p> <p>Font Size – Allows you to specify the font size between 4.00 and 50.00 points in 0.25 point increments.</p> <p>Font Pitch – Allows you to specify the font pitch between 6.00 and 24.00 points in 0.01 point increments.</p> <p>Symbol Set – Allows you to select the desired symbol set from the list of symbol sets available.</p> <p>Handle CR As – Allows you to enable or disable carriage return and line feed for the PCL mode.</p> <p>Handle LF and FF As – Allows you to enable or disable carriage return and line feed, and also carriage return and form feed, for the PCL mode.</p> <p>HexDump – Allows you to enable or disable hexadecimal memory dump for the PCL mode.</p> <p>Image Enhancement – Allows you to enable or disable image enhancement.</p>

Feature	Setting items
Memory Settings	<p>Memory Settings Allows you to change the settings for the free space available and the print page buffer size for Parallel, USB, EtherTalk, SMB, NetWare, LPD, IPP, Port9100, and PostScript memory.</p> <p>Parallel – Enter the print page buffer of the parallel interface between 64 KB and 1024 KB in 32 KB increments.</p> <p>USB – Enter the print page buffer of the USB interface between 64 KB and 1024 KB in 32 KB increments.</p> <p>EtherTalk – Enter the print page buffer of the EtherTalk interface between 64 KB and 1024 KB in 32 KB increments.</p> <p>SMB – Select the spool destination for the job.</p> <ul style="list-style-type: none"> • Memory: Enter a value between 512 KB and 32 MB (32768 KB) in 256 KB increments. • Hard Disk: The print page buffer text box will be blank and the value cannot be updated. • Off: Enter a value between 64 KB and 1024 KB in 32 KB increments. <p>NetWare – Enter the print page buffer of NetWare between 64 KB and 1024 KB in 32 KB increments.</p> <p>LPD – Allows you to select the spool destination for the job.</p> <ul style="list-style-type: none"> • Memory: Enter a value between 512 KB and 32 MB (32768 KB) in 256 KB increments. • Hard Disk: The print page buffer text box will be blank and the value cannot be updated. • Off: Enter a value between 1024KB and 2048KB in 32 KB increments. <p>IPP – Allows you to select the spool destination for the job.</p> <ul style="list-style-type: none"> • Hard Disk: The print page buffer text box will be blank and the value cannot be updated. • Off: Enter a value between 64 KB and 1024 KB in 32 KB increments. <p>Port9100 – Enter the print page buffer of the Port9100 interface between 64 KB and 1024 KB in 32 KB increments.</p> <p>PostScript Memory – Enter the PostScript working memory between 8192 KB and 98304 KB in 256 KB increments.</p>

Maintenance

This page displays the Error History. It contains the following details on jobs where an error has occurred. Click the [Maintenance] tab on the Main Panel on the home page.

- Date/Time – Displays the date and time when the error occurred. Information is displayed in the form of mm/dd/yyyy hh:mm.
- Error Code – Displays the error code. Information is displayed in the form of xxx-yyy.

Support

This page displays the link to the customer support website. The name for the link displayed on the screen and the URL for the customer support website can be changed.

NOTE: The customer support website will not be displayed if the machine is not connected to Internet.

Changing the Settings

Click [Change Settings], enter the new name and URL for the website, then click [Apply New Settings].

NOTE: If the Administrator Mode is enabled, you will be prompted to enter the user ID and password before changes are made. The default user ID is “11111”, and the password is “x-admin”.

10 Paper and Other Media

The machine is designed to use various paper types and other media. This chapter provides information on loading paper and other types of media into the machine.

Loading Paper

The machine can be equipped with various paper trays. This section provides information on how to load paper into each type of tray.

NOTE: Make sure the side and rear paper guides on the trays are properly positioned to match the size of paper loaded. If there is a gap between the paper stack and the guides, paper may not be fed to the machine properly, or paper jams may occur.

For information on configurable paper sizes and media types for each tray, refer to *Supported Paper Sizes and Types on page 183*.

For information on the acceptable range of paper sizes and capacity for each tray, refer to *Paper Supply in the Specifications chapter on page 339*.

Preparing Paper for Loading

Before loading paper into the paper trays, fan the edges. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

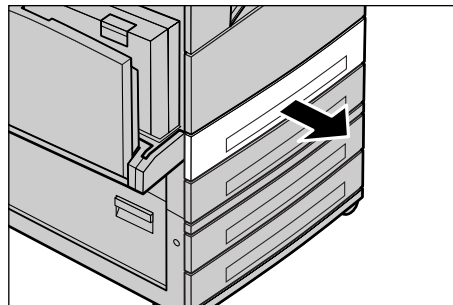
NOTE: To avoid paper jams and misfeeds, do not remove paper from its packaging until required.

Loading the Paper Trays

Depending on the machine configuration, up to four paper trays will be available excluding the bypass tray.

NOTE: If the machine is processing a job, do not open the active paper tray.

1. Pull out the paper tray towards you.

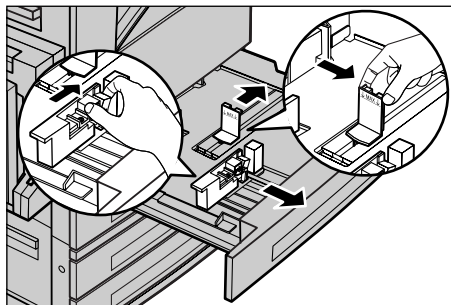


NOTE: To avoid jams and misfeeds, do not load paper on top of any remaining paper in the tray. Remove the paper, and reload it on top of the new stock loaded.

2. If required, move the paper tray guides further out to load the new stock.

To adjust the side and rear guides, pinch the guide lever on each guide and slide the guides to their new position.

To secure the guides in position, release the levers.

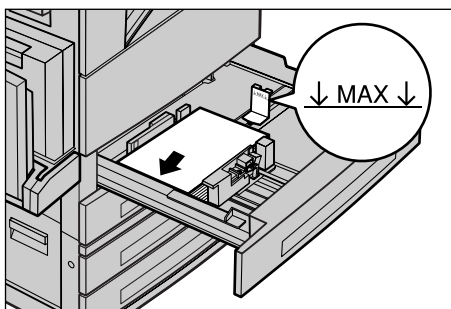


NOTE: When changing the size or type of stock in the tray, refer to *Paper Tray Attributes in the Setups chapter on page 193*. For more information on reprogramming the tray, contact the Key Operator.

3. Load the paper neatly and tightly against the left-hand side of the tray.

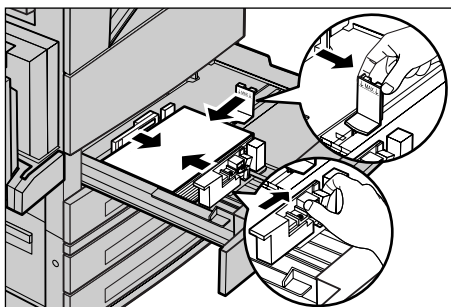
NOTE: Do not load paper above the maximum fill line.

NOTE: When making single/double sided copies on perforated paper, load the paper so that the opposite side to the perforations feeds first. Feeding the perforated edge first may cause paper jams.



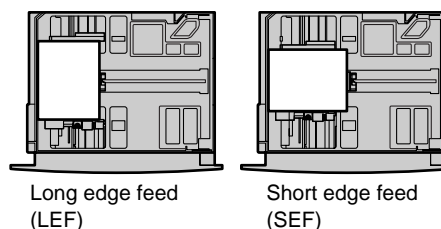
4. If the paper guides have been moved, slide the guides to just touch the edge of the paper.

NOTE: When loading standard size paper, set the guides onto the notches on the tray to match the paper size. The machine recognizes 8K/16K paper as standard size even though paper trays have no notches for these sizes.



5. Close the paper tray.

Paper can be loaded either short edge feed or long edge feed.



6. Set the machine to detect the paper size automatically, or manually specify the required size. For more information, refer to *Paper Size in the Setups chapter on page 193*.

NOTE: Paper sizes detected by the machine vary depending on the Key Operator setting. For more information, refer to *Paper Size Settings in the Setups chapter on page 198*.

Bypass Tray (Tray 5)

The bypass tray allows you to use a variety of paper types. The bypass tray is located on the left-hand side of the machine. A tray extension is provided to accommodate larger sized paper. After loading paper stock in the bypass tray, make sure that the bypass tray settings on the touch screen match the paper size and type of the stock loaded. If they do not match, reprogramming is required. For more information on programming of the bypass tray, refer to *[Tray 5 (Bypass)] Screen in the Copy chapter on page 50*.

NOTE: To reduce unnecessary fuser and paper jams, it is important that the programmed paper size and type is identical to the paper stock loaded.

1. Load the paper neatly into the bypass tray, making sure that the paper stock is in the center of the tray.

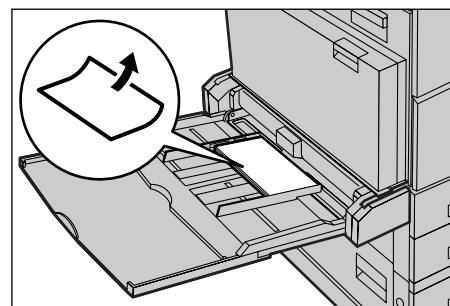
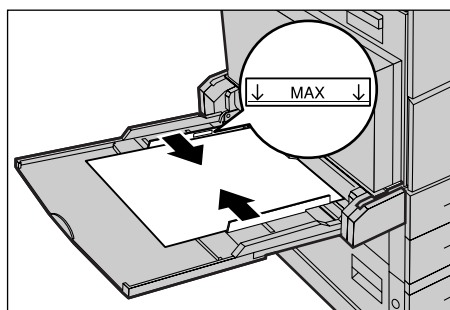
NOTE: Do not load paper above the maximum fill line.

NOTE: When making single/double sided copies on perforated paper, load the paper to feed the opposite side of the perforated edge first. Feeding the perforated edge first might cause paper jams.

NOTE: When making copies or prints on thick-stock paper and the paper will not feed into the machine, apply a curl to the paper as shown in the illustration on the right. Note however, that excessively bending or folding the paper might cause paper jams.

NOTE: When loading envelopes, make sure the flaps are closed and that the envelopes are oriented on the tray so that the flaps will enter the machine first. However, when loading C5-size envelopes, set the long edge feed so that the edge with the flaps is facing towards you.

2. Slide the side guides towards the paper until they are just touching the edge of the stock.



Tandem Tray Module (TTM)

The Tandem Tray Module allows you to load larger amounts of paper. It consists of two trays.

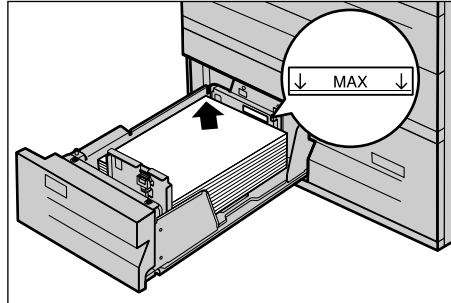
NOTE: You cannot load custom size paper into the Tandem Tray Module.

1. Pull out the Tray 3 or Tray 4 of TTM.

The elevator in the tray lowers.

2. Place the paper stock tightly against the left rear corner of the tray.

NOTE: Do not load paper above the maximum fill line.



NOTE: Always load paper into the tray in the orientation shown in the diagram.

3. Close the tray.

The elevator rises and positions the paper for use.

Auto Tray Switching

The machine automatically switches from one tray to another under the following condition.

- When printing and the active tray runs out of paper.
- When the paper size sensed differs from the previously determined size.
- When paper feeding starts and the selected tray is open.
- When paper feeding starts and the selected tray malfunctions.

NOTE: The bypass tray cannot be used with Auto Tray Switching.

NOTE: Key Operator access is required to set target trays and priorities. For more information, refer to *Paper Tray Priority in the Setups chapter on page 193* and *Paper Type Priority in the Setups chapter on page 194*.

When not in use, the paper trays can be opened and paper can be loaded while the machine is running. However, do not open the active tray. This will cause the machine to stop the job being processed.

Storing and Handling Paper

Always use high-quality, xerographic-grade paper in the machine. Damaged, curled, or damp paper can cause jams and image quality problems. Follow these simple rules to store paper.

- Store paper in dry conditions, away from extreme heat or cold, such as radiators or open windows.
- Store paper flat on a shelf or pallet above floor level.
- Leave the paper wrapped and boxed until ready to be used.
- Re-wrap partly used packages of paper.

NOTE: Paper should not be stored in the paper trays.

Supported Paper Sizes and Types

This section lists the sizes and types of paper that can be used with the machine.

Supported Paper Sizes

The following table lists the paper sizes supported for each paper tray, duplex module and the finisher.

NOTE: For the capacity of each tray, refer to *the Specifications chapter*.

Standard Sizes

NOTE: The standard sizes of paper that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 198*.

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1, 2/Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
A6	105.0	148.0	LEF	X	X	O	X	X
A5	148.0	210.0	SEF	O	X	O	O	X
			LEF	X	X	O	O	X
A4	210.0	297.0	SEF	O	X	O	O	O
			LEF	O	O	O	O	O
A3	297.0	420.0	SEF	O	X	O	O	O
B6	128.5	182.0	SEF	X	X	O	O	X
			LEF	X	X	O	O	X
B5	182.0	257.0	SEF	O	X	O	O	X
			LEF	O	O	O	O	O
B4	257.0	364.0	SEF	O	X	O	O	O
5.5 × 8.5"	139.7	215.9	SEF	O	X	O	O	X
			LEF	X	X	O	O	X
7.25 × 10.5"	184.2	266.7	SEF	X	X	O	O	X
			LEF	O	O	O	O	O

Paper Size	Dimensions (mm)		LEF/SEF	Tray 1, 2/Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
8 × 10"	203.2	254.0	SEF	X	X	O	O	X
			LEF	X	X	O	O	X
8.5 × 11"	215.9	279.4	SEF	O	X	O	O	O
			LEF	O	O	O	O	O
8.46 × 12.4"	215.0	315.0	SEF	X	X	O	O	X
8.5 × 13"	215.9	330.2	SEF	O	X	O	O	O
8.5 × 14"	215.9	355.6	SEF	O	X	O	O	O
11 × 15"	279.0	381.0	SEF	X	X	O	O	X
11 × 17"	297.4	431.8	SEF	O	X	O	O	O
A4 Cover	297.0	223.0	LEF	X	X	O	O	X
9 × 11"	279.4	228.6	LEF	X	X	O	O	X
16K	194.0	267.0	SEF	X	X	O	O	X
			LEF	O	X	O	O	O
8K	267.0	388.0	SEF	O	X	O	O	O
Postcard	100.0	148.0	LEF	X	X	O	X	X
Prepaid Postcard	148.0	200.0	SEF	X	X	O	X	X
4 × 6"	101.6	152.4	SEF	X	X	O	O	X
			LEF	X	X	O	X	X
Photo 2L 5 × 7"	127.0	177.8	SEF	X	X	O	O	X
Youkei 0 Envelope	120.0	235.0	LEF	X	X	O	X	X
Commercial 10 Envelope	104.8	241.3	LEF	X	X	O	X	X
Monarch Envelope	98.4	190.5	LEF	X	X	O	X	X
DL Envelope	110.0	220.0	LEF	X	X	O	X	X
C4 Envelope	229.0	324.0	SEF	X	X	O	X	X
C5 Envelope	162.0	229.0	LEF	X	X	O	X	X

O: Available

X: Not available

Non-standard Sizes

Paper Size	Tray 1, 2/ Tray 3, 4 (Two Tray Module)	Tray 3, 4 (TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
Width	140 to 297 mm 5.5 to 11.7"	Not Available	89 to 297 mm 3.5 to 11.7"	89 to 297 mm	Not Available
Length	182 to 432 mm 7.2 to 17.0"		99 to 432 mm 3.9 to 17.0"	127 to 432 mm (for Tray 5 (Bypass)) 182 to 432 mm (for Tray 1–4)	

Supported Paper Types

The following table lists the paper types supported for each paper tray, duplex module, and the finisher.

Paper Type	Weight (g/m ²)	Tray 1	Tray 2, 3–4 (Two Tray Module/TTM)	Tray 5 (Bypass)	Duplex Module	Finisher
Plain	60–105	O	O	O	O	O
Recycled		O	O	O	O	O
Side 2 Paper		O	O	O	X	O
Transparency	–	O	O	O	X	X
Labels	60–105	O	O	O	X	X
Lightweight	–	O	O	O	X	X
Heavyweight 1	106–169	X	O	O	X	X
Heavyweight 2	170–216	X	O	O	X	X

O: Available

X: Not available

- Plain: When using Arjo Wiggins Conqueror High Speed Laser Laid CON90F (64010283), select [Heavyweight1] on the [Paper Type] screen.
- Side 2 Paper: Refers to the paper already printed on one side (i.e. scrap paper).
- Transparency: When using Xerox paper backed (3R3028) (for US) or 3M Type L Desktop Laser (3R91334) (for EU) in low temperature and humidity (10°C, 15%) select [Heavyweight1] on the [Paper Type] screen.
- If you select [Label], [Heavyweight 1] or [Heavyweight 2], load the paper LEF. If loading the paper SEF, printed quality may be negatively affected.
- Lightweight: If you select [Lightweight], the machine lowers the temperature of the fuser unit when printing. Select this option when paper curls or other printing problems occur due to high temperature in the fuser unit when it sets toner on the paper.
- Heavyweight: Depending on heavyweight paper, the machine cannot load Short Edge Feed. In that case set the paper Long Edge Feed.
- Depending on the type of paper used and the operating environment, paper may not feed to the machine properly, or print quality may be negatively affected.

11 Setups

This chapter, aimed for the Key Operator, describes how to change various defaults preset on the machine, how to register various items such as mailboxes and destinations, and how to configure or change Key Operator settings.

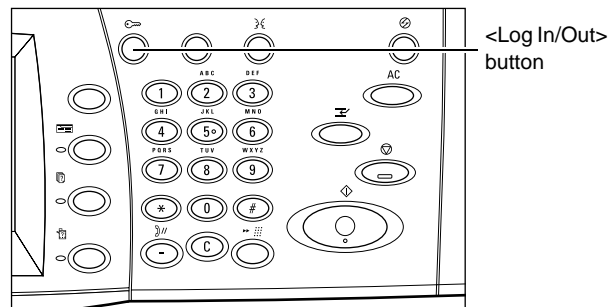
System Settings Procedure

This section describes the basic system settings procedure. Follow the steps below.

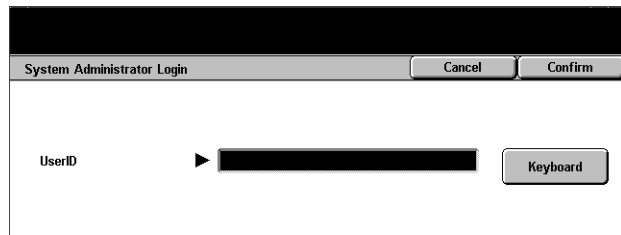
1. *Entering the System Settings Mode – page 187*
2. *Customizing the Settings – page 188*

1. Entering the System Settings Mode

1. Press the <Log In/Out> button on the control panel.



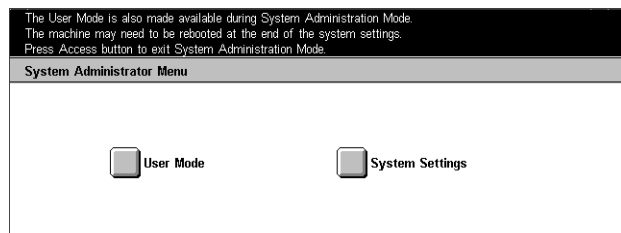
2. Enter the correct user ID using the numeric keypad on the control panel or the screen keyboard. For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.



NOTE: The default Key Operator ID is “11111”. If the Authentication feature is enabled, you may be also required to enter a password. The default password is “x-admin”. To change the default user ID or password, refer to *System Administrator Settings on page 253*.

3. Select [System Settings] on the [System Administrator Menu] screen.

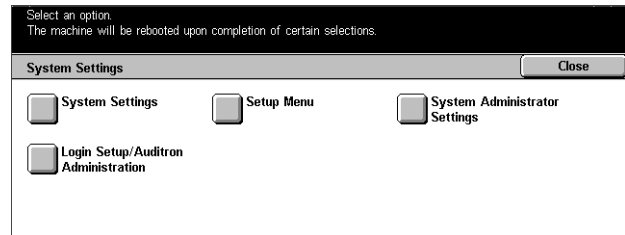
NOTE: In [User Mode], you can operate the machine normally while logged in as the Key Operator.



2. Customizing the Settings

1. Select a desired option.

Customize the settings by performing operations as necessary. For some options, select [Change Settings] to change the settings or to enter characters through the screen keyboard. For information on keyboard entry, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.



System Settings

This screen allows you to select features of the settings you want to configure or change. For more information, refer to the following.

Common Settings – page 188

Copy Mode Settings – page 202

Network Settings – page 209

Print Mode Settings – page 217

Scan Mode Settings – page 221

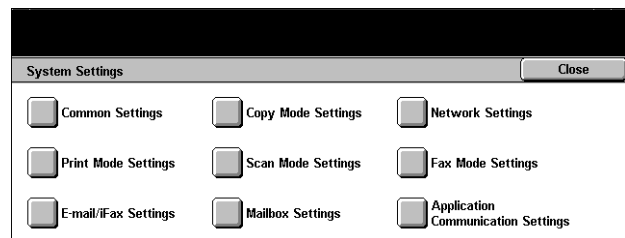
Fax Mode Settings – page 226

E-mail/Internet Fax Settings – page 235

Mailbox Settings – page 240

Application Communication Settings – page 241

1. Select [System Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Common Settings

This screen allows you to configure or change machine settings common to main features such as copy, fax, and scan. For more information, refer to the following.

Machine Clock/Timers – page 189

Audio Tones – page 191

Screen Defaults – page 192

Paper Tray Attributes – page 193

Auto Job Promotion – page 194

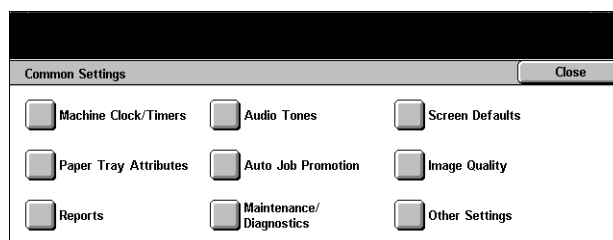
Image Quality – page 195

Reports – page 195

Maintenance/Diagnostics – page 197

Other Settings – page 197

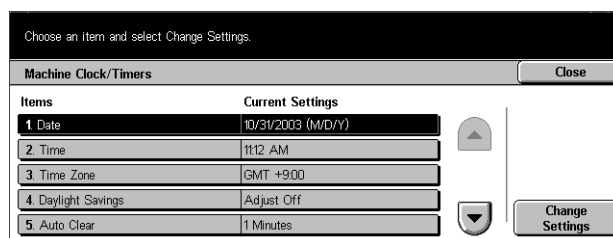
1. Select [Common Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Machine Clock/Timers

Use this feature to set the correct date, time, and other related values.

1. Select [Machine Clock/Timers] on the [Common Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Date

Set the current date. You can select from three date formats: Y/M/D, M/D/Y, and D/M/Y. The date set here is printed on lists and reports.

Time

Set the current time. You can select a 12- or 24-hour display format. If you select [12 Hour Clock], the buttons for specifying AM or PM are displayed. The time set here is printed on lists and reports.

Time Zone

Set the time difference from GMT.

Daylight Savings

With this feature enabled, the machine automatically adjusts the current time when the summer time starts and ends. Specify the start and end dates of summer time periods.

NTP Time Synchronization

With this feature enabled, the Network Time Protocol (NTP) is used to synchronize the time of the machine with that of the specified time server.

NOTE: If the time server connection fails, the machine uses its own time without synchronization.

Connection to Time Server

Specify whether to disable or enable this feature.

Connection Interval

Select the time span for being connected to the specified server, in the range from 1 to 500 hours.

Time Server IP Address

Specify the IP address of the time server using the numeric keypad on the control panel.

Auto Clear

With this feature enabled, the machine displays the default screen if you do not perform any operation within the selected period of time. You can select the time period in the range from 1 to 4 minutes. The time entry field appears only when you select [On].

Auto Job Release

With this feature enabled, if a problem such as a paper jam interrupts the current copy or scan job and is not resolved within the selected period of time, the machine allows execution of the next job. You can select the time period in the range from 4 to 99 minutes. The time entry field appears only when you select [On].

Auto Print

With this feature enabled, the machine allows execution of print jobs if you do not perform any operation within the selected period of time. You can select the time period in the range from 1 to 240 seconds. The time entry field appears only when you select [On].

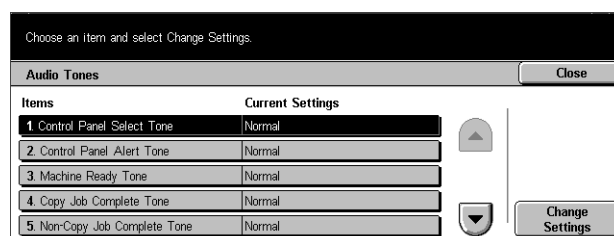
Auto Power Saver

The machine provides two types of power saver mode: Low Power and Sleep. When in the Sleep Mode, the machine saves more power than in the Low Power Mode. The machine enters the Low Power Mode and when you do not perform any operation within the selected period of time, the machine automatically switches to the Sleep Mode. You can select the time period for each mode in the range from 2 to 60 minutes. You must select a longer time period for the Sleep Mode than for the Low Power Mode.

Audio Tones

Use this feature to select the volume level of tones to be generated at various occasions. You can choose different volume levels for each item shown on the screen.

1. Select [Audio Tones] on the [Common Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Control Panel Select Tone

Select the volume level of the tone generated when an appropriate button on the control panel is pressed and its action is accepted.

Control Panel Alert Tone

Select the volume level of the tone generated when an inappropriate button on the control panel is pressed.

Machine Ready Tone

Select the volume level of the tone generated when the machine becomes ready to copy or print, for example, after the power is switched on.

Copy Job Complete Tone

Select the volume level of the tone generated when copying finishes successfully.

Non-Copy Job Complete Tone

Select the volume level of the tone generated when a job other than copying finishes successfully.

Fault Tone

Select the volume level of the tone generated when a job did not finish properly.

Alert Tone

Select the volume level of the tone generated when a job is suspended due to an error.

Out of Paper Warning Tone

Select the volume level of the tone generated when the machine runs out of paper.

Low Toner Alert Tone

Select the volume level of the tone generated when it is time to replace the toner cartridge.

Line Monitor Volume

Select the volume level of the tone generated for the line monitor, which allows you to hear call and response signals when connecting to a destination.

Ringing Volume

Select the volume level of the tone generated when a call is received.

Stored Programming Tone

Select the volume level of the tone generated each time operation is performed during job memory registration. You cannot completely turn off the volume for this tone.

Auto Clear Alert Tone

Select the volume level of the tone generated just before the machine performs auto clear.

Base Tone

Select the volume level of the base tone generated when you toggle settings. The machine emits a base tone when it exits the interrupted mode.

Screen Defaults

This feature allows you to customize the initial screen and select the initial language to be displayed on the touch screen.

1. Select [Screen Defaults] on the [Common Settings] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. Screen Default at Power On	Features
2. All Services	-
3. Job Type on Job Status screen	All
4. Default Language	English

Screen Default at Power On

Specify the initial screen to be displayed when the machine is switched on. You can change the preset initial screen to the Features, Job Status, or the Machine Status screen. For information on these screens, refer to *the Job Status chapter* and *the Machine Status chapter*.

All Services

Select the buttons for the services and features displayed on the initial screen when the <All Services> button is pressed.

Job Type on Job Status screen

Select the job types to be displayed when you select [Completed Jobs] on the [Job Status] screen.

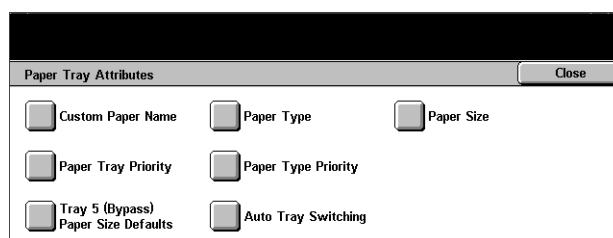
Default Language

Select the initial language to be displayed on the touch screen. By using the <Language> button on the control panel, you can change the initial language as required.

Paper Tray Attributes

This screen allows you to configure various settings for trays, and for paper to be loaded in the trays.

1. Select [Paper Tray Attributes] on the [Common Settings] screen.
2. Select the required option.
3. Select [Close].



Custom Paper Name

Assign names to custom paper 1 to 5 when using only plain paper, bond paper, and recycled paper. Each name can be up to 24 alphanumeric characters and symbols. Assigned names are displayed in the screens relating to paper supply.

Paper Type

Specify the type of paper to be loaded in Tray 1, Tray 2, and Tray 5 (Bypass). Trays 3 and 4 can also be set up, when these optional trays are fitted.

Paper Size

Specify whether the size of paper loaded in Tray 1 to 2 (Trays 3 and 4 can also be set up, when these optional trays are fitted) is to be automatically identified by the machine as one of the standard paper sizes or identified according to manually entered dimensions for a custom paper size. When you select [Variable Size], the entry fields for specifying dimensions are displayed.

NOTE: You cannot select [Variable Size] for Tray 3 or Tray 4 if the Tandem Tray Module is installed.

Paper Tray Priority

Specify either Tray 1 or Tray 2 to be given priority by Auto Tray Switching. When the optional Tray 3 and 4 are fitted, these can be included and a priority order can be specified. Tray 5 (Bypass) is not available for Auto Tray Switching. For more information on Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 182*.

Paper Type Priority

Specify the priority order of paper types that are selected for Auto Tray Switching. This setting overrides the Paper Tray Priority. If the priority of paper types is set to the same value, then Auto Tray Switching will select depending on the Paper Tray Priority. Selecting [Auto Paper Off] prevents the paper type from being used by Auto Tray Switching. For more information on Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 182*.

Tray 5 (Bypass) Paper Size Defaults

Assign paper sizes to the 11 buttons that are listed in [Standard Size] for Tray 5.

A/B Series

Select from paper sizes in A and B series formats.

Inch Size

Select from paper sizes presented in inches.

Others

Select from other sizes such as postcards and envelopes.

Variable Size

Specify the height and width of paper using the scroll buttons.

Auto Tray Switching

Specify this option to enable Auto Tray Switching. For more information on Auto Tray Switching, refer to *Auto Tray Switching in the Paper and Other Media chapter on page 182*.

Enable during Auto Paper

Enables Auto Tray Switching only when [Auto] is selected for Paper Supply.

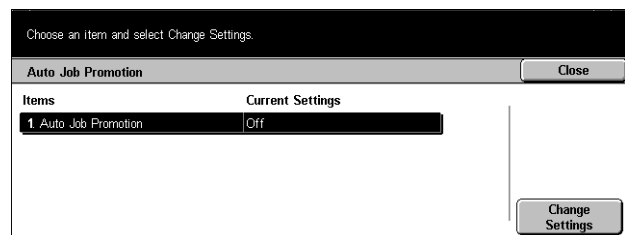
Always Enable

Enables Auto Tray Switching no matter which option is selected for Paper Supply.

Auto Job Promotion

Use this feature to specify whether to automatically promote a job ahead of the jobs that cannot be processed, such as due to an empty paper tray.

1. Select [Auto Job Promotion] on the [Common Settings] screen.
2. Select the required option.
3. Select [Close].



Auto Job Promotion

Select whether to enable the feature.

Image Quality

Use this feature to configure various settings to adjust the quality of scanned data.

1. Select [Image Quality] on the [Common Settings] screen.
2. Select [Image Quality] on the [Image Quality] screen.
3. Perform the necessary operations.
4. Select [Close].

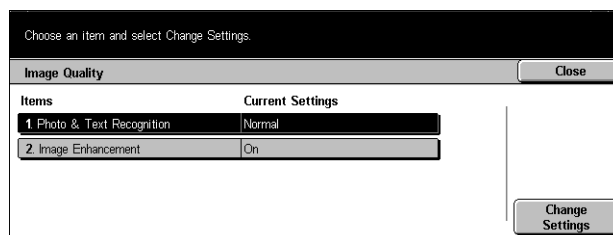


Photo & Text Recognition

Specify the level at which the machine judges text or photos during scanning. If you select [More Text], very fine characters become more easily recognizable as text. If you select [More Photo], halftone images on newspapers and flyers become more easily recognizable as photos.

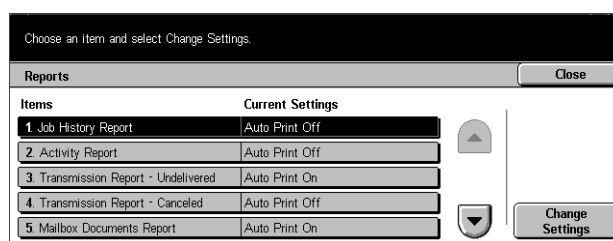
Image Enhancement

Specify whether or not to perform smoothing on print data for copy and fax jobs. This will give smoother images on printed paper.

Reports

Use this feature to specify how reports are to be automatically printed.

1. Select [Reports] on the [Common Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Job History Report

Specify whether to automatically print a Job History Report for every 50 jobs.

Activity Report

Specify whether to automatically print an Activity Report for every 100 fax jobs. An Activity Report shows the result of transmissions and receptions.

Transmission Report - Undelivered

Specify whether to automatically print an Undelivered-Transmission Report for fax jobs. An Undelivered-Transmission Report shows the list of documents not yet transmitted.

Transmission Report - Cancelled

Specify whether to automatically print a Cancelled-Transmission Report for fax jobs when fax transmission jobs are interrupted. A Cancelled-Transmission Report shows the list of documents where transmission was cancelled.

Mailbox Documents Report

Specify whether to automatically print a Mailbox Documents Report for fax jobs. A Mailbox Documents Report shows the accumulation of documents in the Private Mailbox. For more information, refer to *Remote Mailbox in the Fax/Internet Fax chapter on page 97*.

Broadcast/Multi-Poll Report

Specify whether to automatically print a Broadcast/Multi-Poll Report for fax jobs. A Broadcast/Multi-Poll Report shows the results of transmissions and polling requests to multiple remote machines.

Relay Broadcast Report

Specify whether to automatically print a Relay Broadcast Report for fax jobs. A Relay Broadcast Report shows the result of fax transmissions for relay broadcasting.

Off

Disables the feature.

Send to Relay Station

Causes the machine to automatically send a Relay Broadcast Report to relay stations.

Print at Local Station

Causes the machine to automatically print out a Relay Broadcast Report.

Send to Relay, Print at Local

Causes the machine to automatically print out a Relay Broadcast Report and send it to the relay stations.

2 Sided Report

Specify whether or not a report is to be automatically output to both sides of paper if the report will not fit on one side.

Recipient on Activity Report

Specify the number of characters of the destination's information to be printed on an Activity Report. Select [First 40 characters] or [Last 40 characters].

Maintenance/Diagnostics

Use this feature to initialize the hard disk on the machine or delete all document data stored in the machine.

1. Select [Maintenance/Diagnostics] on the [Common Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Initialize Hard Disk

Use this feature to initialize the hard disk on the machine. After selecting [Initialize Hard Disk], select a partition, and then select [Start]. Then select [Yes] to execute initialization. After the initialization finishes, select [Confirm].

NOTE: This process may take a while depending on the machine configuration.

Delete All Data

Use this feature to delete all document data on the machine. Select [Delete All Data], and then select [Start]. Then select [Yes] to execute deletion. After the deletion finishes, you need to switch the machine off and then on.

NOTE: This process may take a few hours depending on the machine configuration.

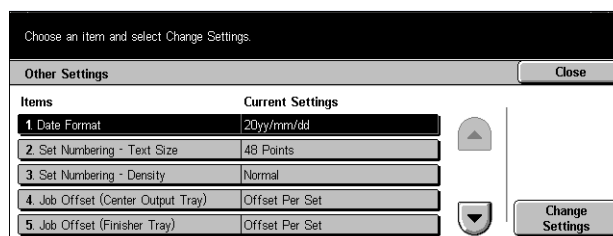
Software Options

Specify software options. For information on setting procedures and software codes, refer to the instruction for the required software option package.

Other Settings

Use this feature to configure various other settings common to the main features such as copy, fax, and scan.

1. Select [Other Settings] on the [Common Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Date Format

Select the format for date printing for the [Annotation] and [Set Numbering] features.

Set Numbering - Text Size

Specify the size of text used for the [Set Numbering] feature.

Set Numbering - Density

Specify the density of text used for the [Set Numbering] feature.

Offset Stacking (Center Output Tray)

When printing to the Center Output Tray, the machine can slightly offset the paper output positions for each set (copies) or job (individually instructed print job). This allows you to identify the start of each set or job.

Offset Stacking (Finisher Tray)

When printing to the Finisher Tray, the machine can slightly offset paper output positions for each set (copies) or job (individually instructed print job). This allows you to identify the start of each set or job.

Extended Tray Module

Select the type of the Extended Tray Module used. If the optional finisher is installed, select [Offset Stacking Module].

Default Print Paper Size

Specify the paper size to be used as the initial setting.

Odd Page 2 Sided

Select whether to add a blank page to a document that contains an odd number of pages to print it as an even number of pages. This prevents the wrong side of paper to be printed when the paper has a different color or texture on a particular side.

Paper Size Settings

Specify the paper size table used when the machine is set to detect standard sizes of documents and recording media automatically.

You can select from the following tables: [A/B Series (8 × 13")], [A/B Series], [A/B Series (8K/16K)], [A/B Series (8 × 13"/8 × 14")], and [Inch Series].

Documents

The machine automatically recognizes the following sizes when a document is placed on the document glass or loaded in the document feeder.

Size	Width (mm)	Length (mm)	Document Glass					Document Feeder				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13/8 x 14")	Inch Series
A5 SEF	148.0	210.0	O	O	O	O		O*1	O*1	O*1	O*1	
A5 LEF	210.0	148.0	O	O	O	O		O	O			
5.5 x 8.5" LEF	215.9	139.7			O		O			O	O	O
5.5 x 8.5" SEF	139.7	215.9					O					O*1
B5 SEF	182.0	257.0	O	O	O			O	O			
B5 LEF	257.0	182.0	O	O	O			O	O	O*1	O*1	O*1
A4 SEF	210.0	297.0	O	O	O	O		O	O	O*1	O*1	O*1
A4 LEF	297.0	210.0	O	O	O	O	O	O	O	O	O	O
8.5 x 11" SEF (Letter)	215.9	279.4			O		O	O*1	O*1	O	O	O
8.5 x 11" LEF (Letter)	279.4	215.9	O		O	O	O	O*1	O*1	O	O	O
8.5 x 13" SEF (Legal)	215.9	330.2			O	O				O	O	
8.5 x 14" SEF (Legal)	215.9	355.6					O					O
B4 SEF	257.0	364.0	O	O	O			O	O	O*1	O*1	O*1
16K SEF	194.0	267.0	O									
16K LEF	267.0	194.0	O					O*1	O*1			
8K SEF	267.0	388.0	O					O*1	O*1			
A3 SEF	297.0	420.0	O	O	O	O	O	O	O	O	O	O
11 x 17" SEF	279.4	431.8	O		O	O	O	O*1	O*1	O	O	O
7.25 x 10.5" SEF (Executive)	184.2	266.7										
7.25 x 10.5" LEF (Executive)	266.7	184.2				O	O			O	O	O
C4 Envelope SEF	229.0	324.0										
C5 Envelope LEF	229.0	162.0										
C5 Envelope SEF	162.0	229.0										
Commercial 10 Envelope LEF	241.3	104.8										
DL Envelope LEF	220.0	110.0										
Monarch Envelope LEF	190.5	98.4										
Youkei 0 Envelope LEF	235.0	120.0										
A6 SEF	105.0	148.0	O	O	O	O						
A6 LEF	148.0	105.0										
Postcard SEF	100.0	148.0										
Postcard LEF	148.0	100.0										
4 x 6" LEF	152.4	101.6										
4 x 6" SEF	101.6	152.4					O					

Size	Width (mm)	Length (mm)	Document Glass					Document Feeder				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
Prepaid Postcard LEF	200.0	148.0										
3.5 x 5.5" SEF	89.0	139.7										
5 x 7" SEF	127.0	177.8					O					
B6 LEF	182.0	128.0										
B6 SEF	128.0	182.0	O	O	O	O						

*1: When scanning mixed size originals, automatic size detection is not available.

Paper Size

The machine automatically recognizes the following sizes when recording media is loaded in Trays 1–4, and Trays 3 and 4 of the Tandem Tray Module.

NOTE: For [Tray 5 (Bypass)], 11 paper sizes can be selected as presets by the Key Operator from the sizes listed in the following table.

Size	Width (mm)	Length (mm)	Tray 1–4 (except for TTM)					Tray 3, 4 (TTM)				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
A5 SEF	148.0	210.0	O	O	O	O						
A5 LEF	210.0	148.0										
5.5 × 8.5" LEF	215.9	139.7										
5.5 × 8.5" SEF	139.7	215.9					O					
B5 SEF	182.0	257.0	O	O	O	O	O					
B5 LEF	257.0	182.0	O	O				O	O	O	O	
A4 SEF	210.0	297.0	O	O	O	O	O					
A4 LEF	297.0	210.0	O	O	O	O	O	O	O	O	O	O
8.5 × 11" SEF (Letter)	215.9	279.4	O	O	O	O	O					
8.5 × 11" LEF (Letter)	279.4	215.9	O	O	O	O	O	O	O	O	O	O
8.5 × 13" SEF (Legal)	215.9	330.2	O	O	O	O	O					
8.5 × 14" SEF (Legal)	215.9	355.6	O	O	O	O	O					
B4 SEF	257.0	364.0	O	O	O	O	O					
16K SEF	194.0	267.0										
16K LEF	267.0	194.0	O	O								
8K SEF	267.0	388.0	O	O	O	O	O					
A3 SEF	297.0	420.0	O	O	O	O	O					
11 × 17" SEF	279.4	431.8	O	O	O	O	O					
7.25 × 10.5" SEF (Executive)	184.2	266.7										

Size	Width (mm)	Length (mm)	Tray 1–4 (except for TTM)					Tray 3, 4 (TTM)				
			A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series	A/B Series (8 x 13")	A/B Series	A/B Series (8K/16K)	A/B Series (8 x 13"/8 x 14")	Inch Series
7.25 x 10.5" LEF (Executive)	266.7	184.2			O	O	O					O
C4 Envelope SEF	229.0	324.0										
C5 Envelope LEF	229.0	162.0										
C5 Envelope SEF	162.0	229.0										
Commercial 10 Envelope LEF	241.3	104.8										
DL Envelope LEF	220.0	110.0										
Monarch Envelope LEF	190.5	98.4										
Yukei 0 Envelope LEF	235.0	120.0										
A6 SEF	105.0	148.0										
A6 LEF	148.0	105.0										
Postcard SEF	100.0	148.0										
Postcard LEF	148.0	100.0										
4 x 6" LEF	152.4	101.6										
4 x 6" SEF	101.6	152.4										
Prepaid Postcard LEF	200.0	148.0										
3.5 x 5.5" SEF	88.9	139.7										
B6 LEF	182.0	128.0										
B6 SEF	128.0	182.0										

Millimeters/Inches

Select [Millimeters] or [Inches] as the unit for entering document or scan sizes.

Keyboard Input Restriction

Specify whether the machine is to allow entry of only ASCII characters, or characters including those specific to the selected language. Selecting [On (Standard ASCII Only)] causes the screen keyboard to show only standard ASCII characters.

Operation of Up/Down Buttons

Specify whether the machine is to allow the up and down buttons (scroll buttons) on the touch screen to be held pressed for fast scrolling.

Overwrite Hard Disk

Select whether or not to enable overwriting the hard disk. If enabled, random data will be written to the disk area released by the data deletion to avoid illegal data retrievals from the hard disk. You can select the number of overwrite passes from one time or three times. This also overwrites temporarily saved data such as copy documents.

Data Encryption

Select whether to enable encoding when data is saved to RAM, NV-RAM, backed up memory chips, or the optional hard disk of the machine. Enter a 12-digit encoding code using the screen keyboard. The default encoding code is "111111111111". When the setting is changed, the machine needs to be switched off and then on to make it effective. Note that all data corresponding to the encoding then will be initialized.

NOTE: Encrypted data cannot be recovered if a problem occurs in the hard disk.

Software Download

Specify whether the machine is to allow software downloads.

Country

Specify the country code for the line type used in your area.

NOTE: When setting up Fax options, users in European countries and North American countries may be required to set the country code for the line. Specify the country referring to the chapter on Other Settings. Also refer to *Country Code for Fax Option on page 343*.

Copy Mode Settings

This screen allows you to change the default settings for each copy feature. There are five main setup options available for the copy mode. For more information, refer to the following.

NOTE: Key Operator access is required for this feature.

Basic Copying Tab – page 203

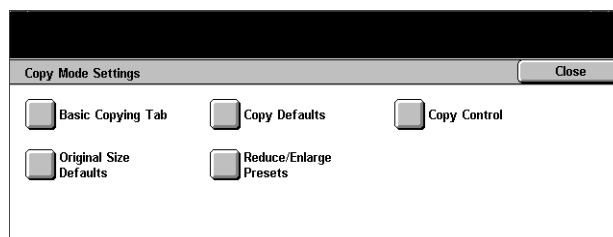
Copy Defaults – page 203

Copy Control – page 206

Original Size Defaults – page 207

Reduce/Enlarge Presets – page 208

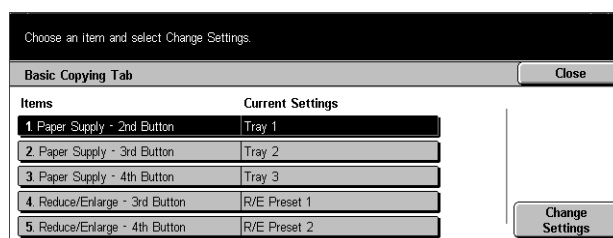
1. Select [Copy Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Basic Copying Tab

Use this feature to define the functions of the paper tray buttons and magnification buttons shown in [Paper Supply] and [Reduce/Enlarge] in the [Basic Copying] screen.

1. Select [Basic Copying Tab] on the [Copy Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Paper Supply - 2nd–4th Button

Sets the display contents on the second to fourth rows of paper tray buttons shown in [Paper Supply] on the [Basic Copying] screen. This allocation allows you to select easily the paper trays you frequently use, with the exception of Tray 3 and 4 of the optional TTM.

Reduce/Enlarge - 3rd–4th Button

Sets the display contents on the third to fourth rows of magnification buttons shown in [Reduce/Enlarge] on the [Basic Copying] screen. This allocation allows you to select easily the reduction/enlargement ratios you frequently use.

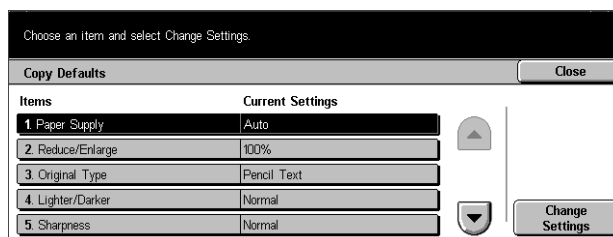
The preset values of the [Reduce/Enlarge Presets] can be changed. For more information, refer to *Reduce/Enlarge Presets on page 208*.

Copy Defaults

Use this feature to set the default for each copy feature. The default set here returns when the power is switched on, power save mode is cancelled, or the <Clear All> button is pressed. If you set a default for the features you frequently use, you can quickly copy documents without changing the settings each time.

The [Copy Defaults] screen consists of multiple pages.

1. Select [Copy Defaults] on the [Copy Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Paper Supply

Sets the default for the [Paper Supply] feature on the [Basic Copying] screen.

NOTE: If the default for [Reduce/Enlarge] is set to [Auto %], [Auto] cannot be selected for [Paper Supply].

Reduce/Enlarge

Sets the default for the [Reduce/Enlarge] feature on the [Basic Copying] screen.

NOTE: If the default for [Paper Supply] is set to [Auto], [Auto %] cannot be selected for [Reduce/Enlarge].

The preset values of the [Reduce/Enlarge Presets] can be changed. For more information, refer to *Reduce/Enlarge Presets on page 208*.

Original Type

Sets the default for the [Original Type] feature on the [Image Quality] screen.

Lighten/Darken

Sets the default for the [Lighten/Darken] feature on the [Image Quality] screen.

Sharpness

Sets the default for the [Sharpness] feature on the [Image Quality] screen.

Auto Exposure

Sets the default for the [Auto Exposure] feature on the [Image Quality] screen.

2 Sided

Sets the default for the [2 Sided] feature on the [More...]/[Basic Copying] screen.

Mixed Size Originals

Sets the default for the [Mixed Size Originals] feature on the [Scan Options] screen.

Border Erase - Top & Bottom

Sets the defaults for top and bottom margins of the [Border Erase] feature on the [Scan Options] screen. You can set the margins within a range of 0–50 mm (0–2.0 inches) using the scroll buttons or the numeric keypad on the control panel.

Border Erase - Left & Right

Sets the defaults for left and right margins of the [Border Erase] feature on the [Scan Options] screen. You can set the margins within a range of 0–50 mm (0–2.0 inches) using the scroll buttons.

Center Erase

Sets the default for the width of the center margin of the [Border Erase] feature on the [Scan Options] screen. You can set the margins within a range of 0–50 mm (0–2.0 inches) using the scroll buttons.

Margin Shift - Side 1

If your machine is configured to perform double-sided copies, you can set the default position of [Side 1] in the [Margin Shift] feature on the [Scan Options] screen. If not configured to perform double-sided copies, this option is displayed as [Margin Shift].

Margin Shift - Side 2

If your machine is configured to perform double-sided copies, you can set the default position of [Side 2] in the [Margin Shift] feature on the [Scan Options] screen.

Image Rotation

Sets the default for the [Image Rotation] feature on the [Scan Options] screen.

Image Rotation Direction

Sets the default for the image rotation direction, when you select [Always On] or [On during Auto] with the [Image Rotation] feature on the [Scan Options] screen.

Original Orientation

Sets the default for the [Original Orientation] feature on the [Scan Options] screen. Select [Head to Top] or [Head to Left].

Copy Output

Sets the default for the [Copy Output] feature on the [Basic Copying] screen. Select [Auto], [Collated], or [Uncollated].

Output Destination

Sets the default tray for output. If the machine is equipped with the finisher, select [Center Output Tray] or [Finisher Tray].

NOTE: When you use a staple function, the output tray changes to [Finisher Tray] automatically.

Annotation - Stamp Position

Sets the default for [Position] of [Stamp] in the [Annotation] feature on the [Output Format] screen.

Annotation - Date Position

Sets the default for [Position] of [Date] in the [Annotation] feature on the [Output Format] screen.

Annotation - Page Number Style

Sets the default for [Style] of [Page Number] in the [Annotation] feature on the [Output Format] screen.

Annotation - Page Number Position

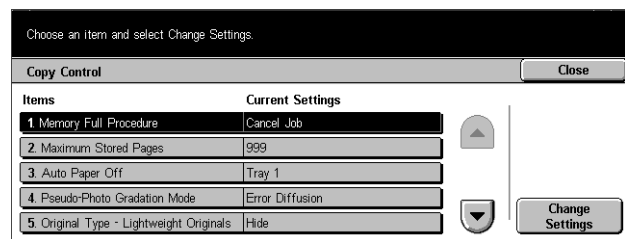
Sets the default for [Position] of [Page Number] in the [Annotation] feature on the [Output Format] screen.

Copy Control

Use this feature to implement operational control of the various copy features.

The [Copy Control] screen consists of multiple pages.

1. Select [Copy Control] on the [Copy Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Memory Full Procedure

If the hard disk becomes full while reading documents, a message asking how to process the data read up to that point is displayed. You can predefine a processing method to be performed after the message has been displayed for a specified period. If you select [Cancel Job], the data will be discarded. If you select [Run Job], the data read up to that point will be processed.

Maximum Stored Pages

Sets the maximum number of pages that can be stored in memory when you copy documents. The maximum number can be set to 999 using the scroll buttons or the numeric keypad on the control panel.

Auto Paper Off

Selects the paper tray used when you select [Auto %] or [Independent X-Y%] in the [Reduce/Enlarge] feature cancelling [Auto] in the [Paper Supply] feature.

Pseudo-Photo Gradation Mode

Sets the image processing format when you copy photographs with the machine.

Original Type - Lightweight Originals

Sets whether to hide or show the [Lightweight Originals] option on the [Original Type] screen.

Annotation - Stamp Size

Sets the character size of the predetermined phrase when you add [Stamp] in the [Annotation] feature on the [Output Format] screen.

Annotation - Stamp Density

Sets the character density of the predetermined phrase when you add [Stamp] in the [Annotation] feature on the [Output Format] screen.

Stamp Position on Side 2

Sets whether to position the character strings stamp in the same position on each side of the paper when printing on both sides of the paper. This is when you use [Stamp] in the [Annotation] feature on the [Output Format] screen.

Date Position on Side 2

Sets whether to position the date in the same position on each side of the paper when printing on both sides of the paper. This is when you use [Date] in the [Annotation] feature on the [Output Format] screen.

Page Number Position on Side 2

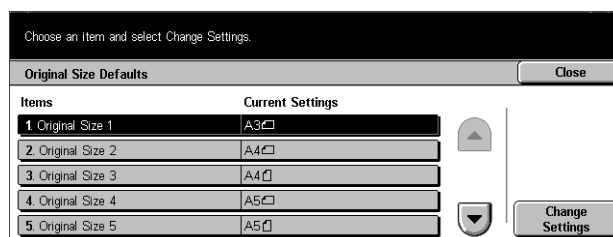
Sets whether to position page numbers in the same position on each side of the paper when printing on both sides of the paper. This is when you use [Page Number] in the [Annotation] feature on the [Output Format] screen.

Original Size Defaults

Use this feature to preset document size buttons. These are displayed when you use the [Original Size] feature on the [Scan Options] screen. If you predefine frequently used document sizes, you can set the size of the original, quickly and easily.

The [Original Size Defaults] screen consists of multiple pages.

1. Select [Original Size Defaults] on the [Copy Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Original Size 1–11

Allows you to assign your choice of document sizes to each of the 11 buttons.

A/B Series Size

Displays the 10 standard document sizes in A/B series size.

Inch Size

Displays the 12 document size in inches.

Others

Allows you to select the size from other settings, such as [5 × 7 inches (Portrait/Landscape)], [3.5 × 5 inches (Portrait/Landscape)], and [Postcard]. You can use the [Next Page] button to switch between screens.

Variable Size

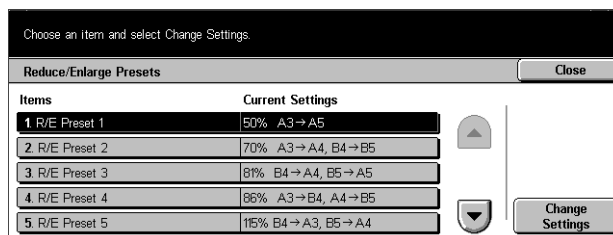
Allows you to specify documents size by using the scroll buttons within the ranges of 15–297 mm (0.6–11.7 inches) for width and 15–432 mm (0.6–17.0 inches) for length.

Reduce/Enlarge Presets

Use this feature to preset magnification buttons. These are displayed when you select [Preset %] in the [Reduce/Enlarge] feature on the [Basic Copying] screen. If you predefine frequently used magnifications, the original can be expanded or reduced, quickly and easily.

The [Reduce/Enlarge Presets] screen consists of multiple pages.

1. Select [Reduce/Enlarge Presets] on the [Copy Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



R/E Preset 1–7

Allows you to assign your choice of magnifications to each of the seven buttons within the range of 25–400% by selecting from 25 options.

Network Settings

This screen allows you to change the default settings for the network configuration. There are eight main setup options available. For more information, refer to the following.

NOTE: Items shown in these setting screens may vary depending on a usage environment.

For more information on network setups, refer to the System Administration Guide.

Port Settings – page 209

Protocol Settings – page 212

Machine E-mail Address/Host Name – page 213

POP3 Server Settings – page 214

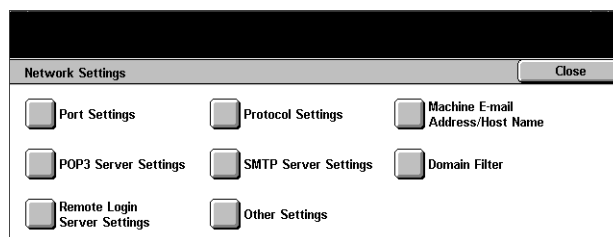
SMTP Server Settings – page 215

Domain Filter – page 216

Remote Authentication Server Settings – page 216

Other Settings – page 217

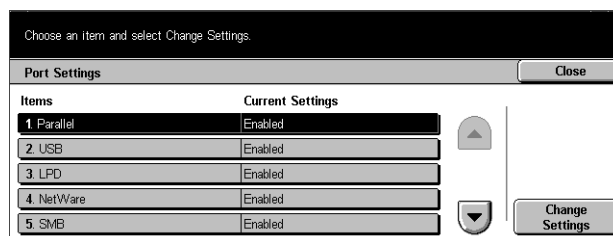
1. Select [Network Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Port Settings

This feature allows you to set print mode, port status, communication mode, auto eject time for each communication port.

1. Select [Port Settings] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Parallel

Use this feature to specify whether to enable the parallel port and to configure the relative parameter settings.

Port Status

Specify whether to enable the parallel port.

Print Mode

Specify the PDL to be used for print jobs. Only pre-installed PDLs are available.

PJL

Specify whether to enable the PJL.

Auto Eject Time

Specify the time-out period when print data is not sent to the machine sequentially. If the specified time elapses, the remaining data inside the machine is automatically printed out. You can specify a time within the range of 5–1,275 seconds in 5-second increments.

Adobe Communication Protocol

Specify the communication protocol format for Adobe Communication Protocol.

- Standard – Select this option when the communication protocol is in the ASCII format.
- Binary – Select this option when the communication protocol is in the binary format. Depending on the data, the print job may be completed faster than [Standard].
- TBCP – Select this option to switch the specific control codes when the communication protocols involve both ASCII and binary formats.

Bi-directional Communication

Select whether to enable the bi-directional communication.

Input Prime

Select whether to enable the input prime. If enabled, the reset processing is triggered by the input prime signal received.

USB

Use this feature to specify whether to enable the USB port and to configure the relative parameter settings.

Port Status

Specify whether to enable the USB port.

Print Mode

Specify the PDL to be used for print jobs. Only pre-installed PDLs are available.

PJL

Specify whether to enable the PJL.

Auto Eject Time

Specify the time-out period when print data is not sent to the machine sequentially. If the specified time elapses, the remaining data inside the machine is automatically printed out. You can enter a time within the range of 5–1,275 seconds in 5-second increments.

Adobe Communication Protocol

Specify the communication protocol format for Adobe Communication Protocol.

- **Standard** – Select this option when the communication protocol is in the ASCII format.
- **Binary** – Select this option when the communication protocol is in the binary format. Depending on the data, the print job may be completed faster than [Standard].
- **TBCP** – Select this option to switch the specific control codes when the communication protocols involve both ASCII and binary formats.

LPD

Use this feature to specify whether to enable the LPD port.

NetWare

Use this feature to specify whether to enable the NetWare port.

SMB

Use this feature to specify whether to enable the SMB port.

IPP

Use this feature to specify whether to enable the IPP port.

EtherTalk

Use this feature to specify whether to enable the EtherTalk port.

Salutation

Use this feature to specify whether to enable the Salutation port. This setting item is available only when the hard disk is installed on the machine.

Port9100

Use this feature to specify whether to enable the Port9100 port.

SNMP

Use this feature to specify whether to enable the SNMP agent.

FTP Client

Use this feature to specify whether to enable the FTP Client port. This setting item is available only when the hard disk is installed on the machine.

Receive E-mail

Use this feature to specify whether to enable the mail receiving port.

Send E-mail

Use this feature to specify whether to enable the mail transmission port.

Mail Notice Service

Use this feature to specify whether to enable the mail notification service.

UPnP Discovery

Use this feature to specify whether to enable the UPnP port.

Internet Services (HTTP)

Use this feature to specify whether to enable the Internet Services port.

Port Status

Specify whether to enable the Internet Services port.

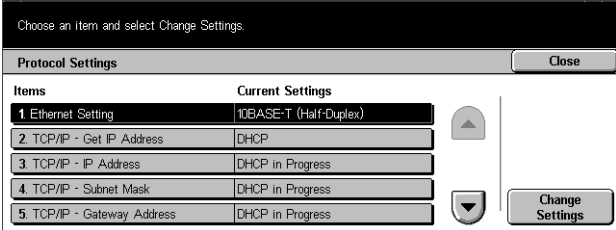
Internet Services Port Number

Specify the port number for Internet Services from 0, 80, or any port from 8000 to 9999.

Protocol Settings

This feature allows you to configure the machine settings that correspond with the protocol being used.

1. Select [Protocol Settings] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Choose an item and select Change Settings.

Items	Current Settings
1 Ethernet Setting	10BASE-T (Half-Duplex)
2 TCP/IP - Get IP Address	DHCP
3 TCP/IP - IP Address	DHCP in Progress
4 TCP/IP - Subnet Mask	DHCP in Progress
5 TCP/IP - Gateway Address	DHCP in Progress

Close

Change Settings

Ethernet Setting

Specify the Ethernet port speed according to the network environment to which the machine is connected.

TCP/IP - Get IP Address

Specify the method of obtaining an IP address for the machine.

TCP/IP - IP Address

Allows you to enter the IP address in the form of vvv.xxx.yyy.zzz. The IP address entry is required when selecting [Manual] on the [TCP/IP - Get IP Address] screen.

TCP/IP - Subnet Mask

Allows you to enter the subnet mask in the form of vvv.xxx.yyy.zzz.

TCP/IP - Gateway Address

Allows you to enter the gateway address in the form of vvv.xxx.yyy.zzz.

TCP/IP - IP Filter

Specify whether to restrict the remote machines which send print jobs using LPD.

HTTP - SSL/TLS Communication

Specify whether to enable the SSL/TLS communication.

HTTP - SSL/TLS Port Number

Allows you to enter the port number for the SSL/TLS communication within the range of 443, 8000–9999.

Machine E-mail Address/Host Name

This feature allows you to set e-mail address, host name, or domain name for the machine.

1. Select [Machine E-mail Address/Host Name] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. E-mail Address	smtpMailAddress
2. Host Name	serverHostName
3. Domain Name	serverDomainName

E-mail Address

Allows you to enter the e-mail address of the machine up to 128 characters.

Host Name

Allows you to enter the host name of the machine up to 64 characters.

Domain Name

Allows you to enter the domain name of the machine up to 64 characters.

POP3 Server Settings

This feature allows you to set up the POP3 server settings, such as port number, IP address, server name, and password.

1. Select [POP3 Sever Settings] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. POP3 Server Setup	By IP Address
2. POP3 Server IP Address	(Not Set)
3. POP3 Server Name	(Not Set)
4. POP3 Server Port Number	110
5. POP3 Server Check Interval	10 Minutes

POP3 Server Setup

Select the method of specifying the POP3 server.

POP3 Server IP Address

Allows you to enter the IP address of the POP3 server in the form of vvv.xxx.yyy.zzz. This entry is required only when selecting [By IP Address] on the [POP3 Server Setup] screen.

POP3 Server Name

Allows you to enter the POP3 server name in the style of FQDN within a maximum of 64 characters. This entry is required only when selecting [By Server Name] on the [POP3 Server Setup] screen.

POP3 Server Port Number

Allows you to enter the port number for the POP3 server communication within the range of 1–65535.

POP3 Server Check Interval

Allows you to enter the interval to poll the POP3 server within the range of 1–120 minutes in 1-minute increments.

POP3 Server Login Name

Allows you to enter the user name used to log in to the POP3 server up to 64 characters.

POP3 Server Password

Allows you to enter the password used to log in to the POP3 server up to 36 characters.

POP Password Encryption

Allows you to specify whether or not to encrypt the log-in password using APOP.

SMTP Server Settings

This feature allows you to set up the SMTP server settings, such as port number, IP address, server name and a password.

1. Select [SMTP Sever Settings] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. SMTP Server Setup	By IP Address
2. SMTP Server IP Address	XXXXXXXXXX
3. SMTP Server Name	(Not Set)
4. SMTP Server Port Number	25
5. E-mail Send Authentication	Off

SMTP Server Setup

Select the method of specifying the SMTP server.

SMTP Server IP Address

Allows you to enter the IP address of the SMTP server in the form of vvv.xxx.yyy.zzz. This entry is required only when selecting [By IP Address] on the [SMTP Server Setup] screen.

SMTP Server Name

Allows you to enter the SMTP server name in the style of FQDN within a maximum of 256 characters. This entry is required only when selecting [By Server Name] on the [SMTP Server Setup] screen.

SMTP Server Port Number

Allows you to enter the port number for the SMTP server communication within the range of 1–65535.

E-mail Send Authentication

Allows you to specify the authentication method for the SMTP server communication. If you select [POP before SMTP], the POP server authentication is required before transmitting e-mails to the SMTP server. If you select [SMTP AUTH], the SMTP server authentication is enabled.

SMTP AUTH Login Name

Allows you to set the user name used to log in to the SMTP server up to 64 characters. This entry is required if [SMTP AUTH] is selected on the [E-mail Send Authentication] screen.

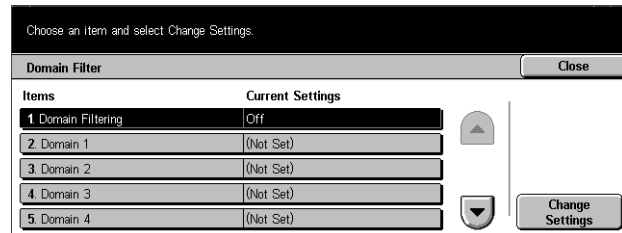
SMTP AUTH Password

Allows you to set the password used to log in to the SMTP server up to 36 characters. This entry is required if [SMTP AUTH] is selected on the [E-mail Send Authentication] screen.

Domain Filter

This feature allows you to restrict incoming e-mails by registering domain names of senders.

1. Select [Domain Filter] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Domain Filtering

Allows you to select the restriction method, either [Enter Permitted Domain Names] or [Enter Rejected Domain Name]. If [Off] is selected, this feature is disabled.

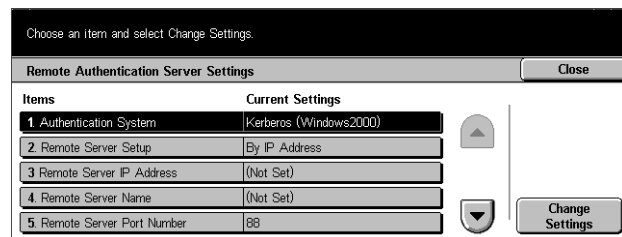
Domain 1–50

Allows you to enter domain names to be restricted or permitted according to the selection on the [Domain Filtering].

Remote Authentication Server Settings

This feature allows you to set up the external authentication server settings.

1. Select [Remote Authentication Server Settings] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



Authentication System

Allows you to select the remote authentication service.

Remote Server Setup

Select the method of specifying the KDC server.

Remote Server IP Address

Allows you to enter the IP address of the KDC server in the form of vvv.xxx.yyy.zzz.

Remote Server Name

Allows you to enter the KDC server name in the style of FQDN within a maximum of 255 characters.

Remote Server Port Number

Allows you to enter the port number for the KDC server communication within the range of 1–65535.

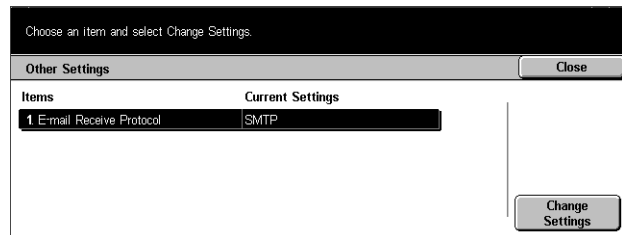
Remote Server Realm Name

Allows you to enter the KDC realm name within a maximum of 64 characters.

Other Settings

This feature allows you to select the e-mail receiving protocol from either SMTP or POP3.

1. Select [Other Settings] on the [Network Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



E-mail Receive Protocol

Allows you to select the protocol for receiving e-mail.

Print Mode Settings

This screen allows you to change the default settings for the printer configuration. For more information, refer to the following.

NOTE: Key Operator access is required for this feature.

Allocate Memory – page 218

Other Settings – page 220

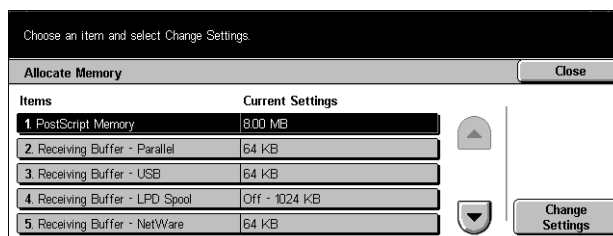
1. Select [Print Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Allocate Memory

Use this feature to specify memory capacities required for printing and for the receive buffer for each interface.

1. Select [Allocate Memory] on the [Print Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



PostScript Memory

Allows you to change the PostScript memory capacity within the range of 8.00–96.00 MB in 0.25 MB increments using the scroll buttons. The currently available memory will be displayed at the top of the screen with the following message: “Memory Available: XXX MB.”

Receiving Buffer - Parallel

Allows you to change the input buffer memory capacity when using the parallel port within the range of 64–1,024 KB in 32 KB increments using the scroll buttons. The currently available memory will be displayed at the top of the screen with the following message: “Memory Available: XXX MB.”

Receiving Buffer - USB

Allows you to change the input buffer memory capacity for USB interface within the range of 64–1,024 KB in 32 KB increments using the scroll buttons. The currently available memory will be displayed at the top of the screen with the following message: “Memory Available: XXX MB.”

Receiving Buffer - LPD Spool

Allows you to change the input buffer memory capacity for LPD interface. The currently available memory will be displayed at the top of the screen with the following message: “Memory Available: XXX MB.”

Off

Allows you to change the memory capacity within the range of 1024–2048 KB in 32 KB increments using the scroll buttons.

Memory

Allows you to change the memory capacity within the range of 0.50–32.00 MB in 0.25 MB increments using the scroll buttons.

Hard Disk

Specifies the spool location to the hard disk.

Receiving Buffer - NetWare

Allows you to change the input buffer memory capacity for NetWare interface within the range of 64–1,024 KB in 32 KB increments using the scroll buttons. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Receiving Buffer - SMB Spool

Allows you to change the input buffer memory capacity for SMB interface. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Off

Allows you to change the memory capacity within the range of 64–1,024 KB in 32 KB increments using the scroll buttons.

Memory

Allows you to change the memory capacity within the range of 0.50–32.00 MB in 0.25 MB increments using the scroll buttons.

Hard Disk

Specifies the spool location to the hard disk.

Receiving Buffer - IPP Spool

Allows you to change the input buffer memory capacity for IPP interface. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

Off

Allows you to change the memory capacity within the range of 64–1,024 KB in 32 KB increments using the scroll buttons.

Hard Disk

Specifies the spool location to the hard disk.

Receiving Buffer - Ethertalk

Allows you to change the input buffer memory capacity for Ethertalk interface within the range of 1,024–2,048 KB in 32 KB increments using the scroll buttons. The currently available memory will be displayed at the top of the screen with the following message: "Memory Available: XXX MB."

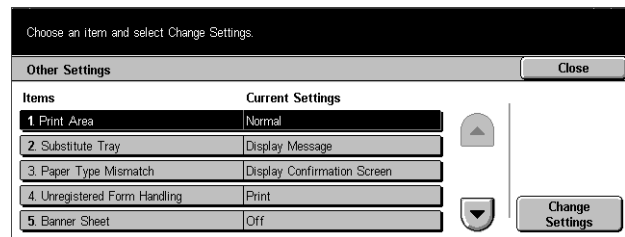
Receiving Buffer - Port9100

Allows you to change the input buffer memory capacity for Port9100 interface within the range of 64–1,024 KB in 32 KB increments using the scroll buttons. The currently available memory will be displayed at the top of the screen with the following message: “Memory Available: XXX MB.”

Other Settings

Use this feature to specify a printable area and replacement method when paper runs short.

1. Select [Other Settings] on the [Print Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Print Area

Sets the printable area to [Normal] or [Extended]. If you select [Normal], the printable area excludes a margin 4.1 mm wide along all four edges of paper. If you select [Extended], the printable area is extended to leave about 2 mm of margin along the edges.

Substitute Tray

Sets the substitute tray when the machine cannot detect the paper tray corresponding to the document size with the auto paper selection.

Display Message

A message requesting paper supply is displayed without switching paper trays.

Use Larger Size

Switches to the tray loaded with the next larger size of paper and prints the document in its original size.

Use Nearest Size

Switches to the tray loaded with the paper in the size closest to the selected paper. Image size may be automatically reduced as required.

NOTE: The job sent from the PC takes priority over the job set on the machine.

Paper Type Mismatch

Sets whether to display or hide the confirmation screen when a paper type mismatch occurs.

Unregistered Forms

Sets whether to abort a job which is specified to use form overlay when the form is not found (not registered) in the machine.

Banner Sheet

Sets whether to add sorting sheets (banner sheets). This is effective for sorting/classifying to differentiate printed sheets from the rest. You can add banner sheets before and/or at the end of the print job.

NOTE: Even if using the Finisher, banner sheets will not be stapled.

Banner Sheet Tray

Specifies a tray for the banner sheets.

PostScript Paper Supply

Sets whether to use the DMS (Deferred Media Selection) feature of PostScript.

PostScript Font Absence

Sets to replace the font automatically and continues the print job when the required font is not found.

NOTE: This feature is available only when PostScript is loaded.

PostScript Font Substitution

Sets whether to use ATCx for font replacement.

NOTE: This feature is available only when PostScript is loaded.

Scan Mode Settings

This screen allows you to configure or change machine settings specific to the scan features. For more information, refer to the following.

Scan Defaults – page 222

Scan-to-FTP/SMB Defaults – page 223

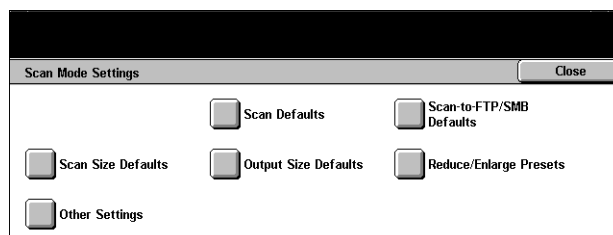
Scan Size Defaults – page 223

Output Size Defaults – page 224

Reduce/Enlarge Presets – page 225

Other Settings – page 225

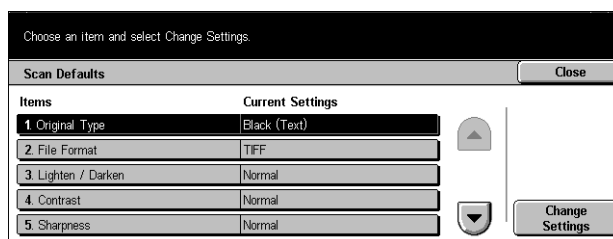
1. Select [Scan Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Scan Defaults

Use this feature to configure or change various default settings for the scan features.

1. Select [Scan Defaults] on the [Scan Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Original Type

Specify the default for the type of documents to be scanned.

File Format

Specify the default file format for saving scanned data.

Lighten / Darken

Specify the default density for scanning documents.

Contrast

Specify the default contrast for scanning documents.

Sharpness

Specify the default for the sharpness level of fine lines and edges.

Auto Exposure

Specify the default for suppressing the background color of documents.

Original Orientation

Specify the default orientation of documents to be scanned.

Scan Resolution

Specify the default resolution for scanning documents.

Mixed Size Originals

Specify the default for scanning mixed size documents and saving in a single file when using the document feeder.

Border Erase

Specify the default for erasing black marks that may appear around the edges or at the center binding area of scanned results when scanning bound documents or documents with the platen glass cover open.

Border Erase - Top & Bottom

Specify the default for the top and bottom width to be erased. Select the width in the range from 0 to 50 mm (0 to 2.0 inches).

Border Erase - Left & Right

Specify the default for the left and right width to be erased. Select the width in the range from 0 to 50 mm (0 to 2.0 inches).

Center Erase

Specify the center width to be erased. Select the width in the range from 0 to 50 mm (0 to 2.0 inches) using the scroll buttons or the numeric keypad on the control panel.

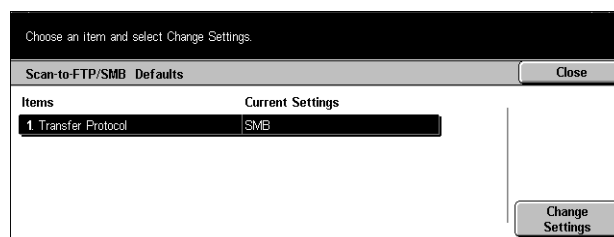
Image Compression

Specify the default for compressing scanned data.

Scan-to-FTP/SMB Defaults

Use this feature to configure or change the default settings for scanning and sending documents to specified destinations through the FTP or SMB protocol.

1. Select [Scan-to-FTP/SMB Defaults] on the [Scan Mode Settings] screen.
2. Perform the necessary operations.
3. Select [Close].



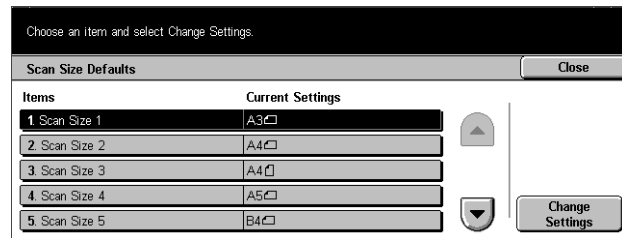
Transfer Protocol

Specify the default transfer protocol.

Scan Size Defaults

Use this feature to configure or change the scan size buttons on the [Scan Size] screen displayed under the [Scan Options] tab.

1. Select [Scan Size Defaults] on the [Scan Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



A/B Series Size

Select from paper sizes in A and B series formats.

Inch Size

Select from paper sizes presented in inches.

Others

Select from other various sizes such as postcards and envelopes.

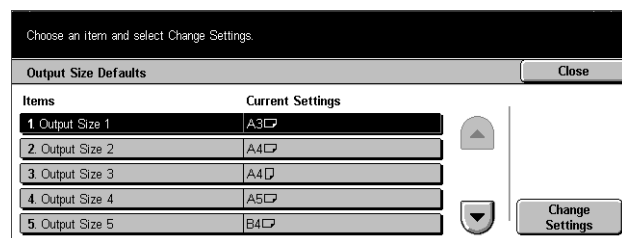
Variable Size

Specify the height and width using the scroll buttons.

Output Size Defaults

Use this feature to configure or change the output size buttons displayed when [Auto %] is selected on the [Reduce/Enlarge] screen under the [Scan Options] tab.

1. Select [Output Size Defaults] on the [Scan Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



A/B Series Size

Select from paper sizes in A and B series formats.

Inch Size

Select from paper sizes presented in inches.

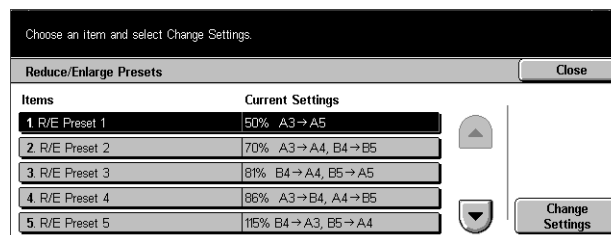
Others

Select from other various sizes such as postcards and envelopes.

Reduce/Enlarge Presets

Use this feature to configure or change the reduction/enlargement ratio buttons that appear when [Preset %] is selected on the [Reduce/Enlarge] screen under the [Scan Options] tab.

1. Select [Reduce/Enlarge Presets] on the [Scan Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Preset %

Select from preset reduction/enlargement ratios.

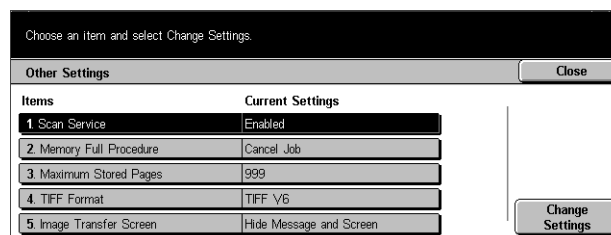
Variable %

Specify a reduction/enlargement ratio from 25% to 400% in 1% increments.

Other Settings

Use this feature to configure or change other machine settings specific to the scan features.

1. Select [Other Settings] on the [Scan Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Scan Service

Specify whether to enable the scanner to function.

Memory Full Procedure

If the hard disk becomes full while reading documents, a message asking how to process the data read up to that point is displayed. You can predefine a processing method to be performed after the message has been displayed for a specified period. If you select [Cancel Job], the data will be discarded. If you select [Run Job], the data read up to that point will be processed.

Maximum Stored Pages

Specify the maximum number of pages to be stored in memory through scanning. Select the number in the range from 1 to 999.

TIFF Format

Specify the type of the TIFF format to be used when TIFF is selected for saving scanned data.

Image Transfer Screen

Specify how the screen should appear when scanning is finished. If you select [Hide Message and Screen], no message is displayed when scanning is finished.

Fax Mode Settings

This screen allows you to change the default settings for the fax mode. There are eight main setup options available. For more information, refer to the following.

Screen Defaults – page 226

Fax Defaults – page 227

Fax Control – page 228

File Destination/Output Destination – page 231

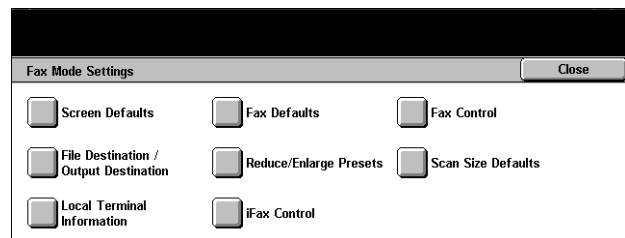
Reduce/Enlarge Presets – page 232

Scan Size Defaults – page 232

Local Terminal Information – page 233

Internet Fax Control – page 234

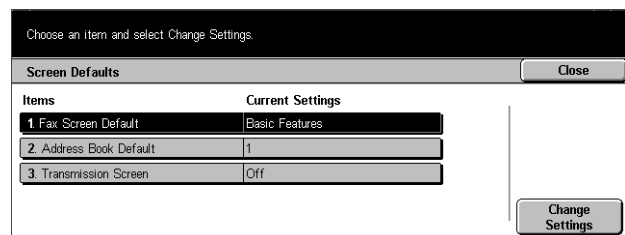
1. Select [Fax Mode Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Screen Defaults

Use this feature to define the initial settings for the fax feature screens to suit your needs.

1. Select [Screen Defaults] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.



4. Select [Close].

Fax Screen Default

Allows you to choose between [Basic Features] and [Address Book] for the first screen to be displayed when you select the fax feature.

Address Book Default

Allows you to specify the default key number displayed at the top of the [Address Book] on the [Basic Features] screen. You can set the key number within the range of 1 to 500 using the scroll buttons or the numeric keypad on the control panel.

Transmission Screen

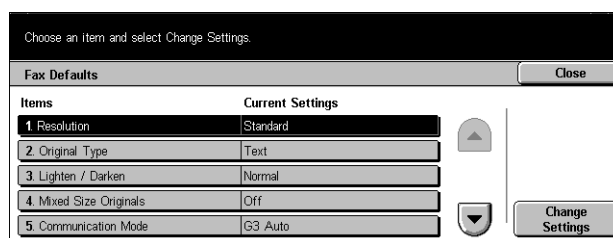
Sets whether to display the transmission status while sending documents.

Fax Defaults

Use this feature to set the default for each fax feature. The default set here returns when the power is switched on, power saver mode is cancelled, or the <Reset> button is pressed. If you set a default for the functions you frequently use, you can quickly send documents without changing the settings each time.

The [Fax Defaults] screen consists of multiple pages.

1. Select [Fax Defaults] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Resolution

Sets the default for the [Resolution] feature on the [Basic Features] screen.

Original Type

Sets the default for the [Original Type] feature on the [Basic Features] screen.

Lighten/Darken

Sets the default for the [Lighten/Darken] feature on the [Basic Features] screen.

Mixed Size Originals

Sets the default for the [Mixed Size Originals] feature on the [Scan Options] screen.

Communication Mode

Sets the default for the [Communication Mode] feature on the [Send Options] screen.

Send Header

Sets the default for the [Send Header] feature on the [Send Options] screen.

Transmission Report

Sets the default for the [Transmission Report] feature on the [Send Options] screen.

Send/Read Status

Sets the default for the [Send Status (DNS)] or [Read Status (MDN)] feature on the [Send Options] screen.

NOTE: You can use [Read Status (MDN)] only if the remote Internet Fax machine supports the feature.

Internet Fax Profile

Sets the default for the [Internet Fax Profile] feature on the [Send Options] screen.

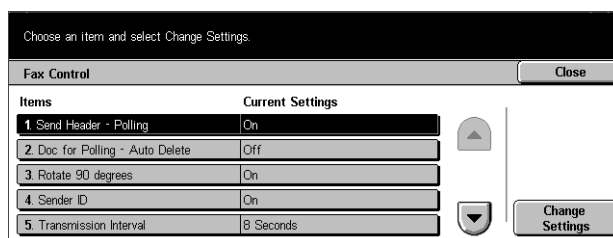
NOTE: Although [TIFF-S] can be received by any remote machine supporting Internet Fax, [TIFF-F] and [TIFF-J] may not be received. When you set to [TIFF-F] or [TIFF-J], check the capability of the remote machine in advance.

Fax Control

Use this feature to conduct operational control of the various fax features.

The [Fax Control] screen consists of multiple pages.

1. Select [Fax Control] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Send Header - Polling

Sets whether to use the [Send Header] feature when you send documents with the [Store for Polling] feature on the [On-hook/Others] screen. If you select [On], remark ("RESEND" or space), start time and date of transmission, sender name, destination name, G3 ID, and quantity will be added at the top of each page of the document.

Doc for Polling - Auto Delete

Sets whether to delete the document data for the [Store for Polling] feature on the [On-hook/Others] screen from the memory automatically after the remote machine polled your document.

Rotate 90 degrees

Sets whether to rotate the image automatically to be sent without reducing the document size as far as possible when you select [Auto %] in the [Reduce/Enlarge] feature on the [Scan Options] screen.

Sender ID

Sets whether to notify the remote machine of the machine's fax number when you send documents with [G3 Auto] in the [Communication Mode] feature on the [Send Options] screen.

Transmission Interval

Sets the period between transmissions within the range of 3 to 255 seconds using the scroll buttons or the numeric keypad on the control panel. The longer the transmission interval, the longer the total time spent for operation, but the machine can receive faxes during the standby time.

Batch Send

Sets whether to send up to four pending documents automatically to an identical destination with a single phone call thereby reducing telephone charges.

Manual Send/Receive Default

Sets the default for whether the [Manual Receive] or [Manual Send] button is to be selected when you use the [On-Hook] feature on the [On-Hook/Others] screen.

Fax Receiving Mode

Sets the default for fax reception mode choosing between [Auto Receive] or [Manual Receive].

Border Limit

Sets the value to divide a document onto two pages when the received documents are longer than the loaded paper size. You can set the value within the range of 0–127 mm (0–5.0 inches) using the scroll buttons or the numeric keypad on the control panel. We recommend setting this feature with the following [Auto Reduce on Receipt] feature.

Auto Reduce on Receipt

If the received document length exceeds the length of the loaded paper but is within the value set in the Border Limit feature, the machine reduces and reproduces an image onto a single page. We recommend setting this feature with the above [Border Limit] feature. If this feature is set to [Off] and the document length exceeds the paper length, image loss may occur.

2 Up On Receipt

Sets whether to print two consecutive received documents onto one page. It is effective in saving paper. If the number of received pages is odd, a blank page will be added at the end. If the sizes of received pages are different, the larger size will be used.

NOTE: If the same size paper as the received document size is available, that paper will be printed even when you set this feature to [On].

2 Sided Printing

Sets whether to print received documents or private mailbox documents onto both sides of a sheet. This is effective in saving paper.

NOTE: Some data may not allow you to use this feature even when you set it to [On].

Border Erase - Top & Bottom

Sets the margin on the top and bottom of the received document by cutting off the original image. You can set the margins within the range of 0–20 mm (0–0.8 inches) using the scroll buttons or the numeric keypad on the control panel.

Border Erase - Left & Right

Sets the margin on the left and right of the received document by cutting off the original image. You can set the margins within the range of 0–20 mm (0–0.8 inches) using the scroll buttons or the numeric keypad on the control panel.

Reduce 8.5×11" SEF Original to A4 SEF

Sets whether a 8.5 × 11.0 inches (216 × 279 mm) size document is to be reduced to the A4 size when [Reduce/Enlarge] in the [Scan Options] screen is set to [Auto %].

Pseudo-Photo Gradation Mode

Sets whether to perform gradation level correction for documents containing photographs. Select [Error Diffusion] or [Dither].

Box Selector - Line Setup

Sets whether to sort the received documents to the mailboxes by incoming line when more than one line is in use.

Memory Full Procedure

If the hard disk becomes full while reading documents, a message asking how to process the data read up to that point is displayed. You can predefine the method of the data processing to be performed after the specified period elapses in keeping the message displayed. If you select [Cancel Job], the data will be discarded. If you select [Run Job], the data will be effective and processed as completely accumulated data.

Maximum Stored Pages

Sets the maximum number of pages that can be stored in memory when you scan documents for fax transmission. The maximum number can be set to 999 using the scroll buttons or the numeric keypad on the control panel.

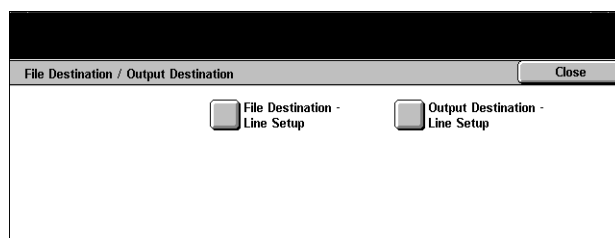
Mailbox Receive Display Priority 1–3

Sets the attribute and priority to the fax documents in the mailboxes.

File Destination/Output Destination

Use these features to sort received documents by telephone number or by incoming line, and specify the output trays for received documents by incoming line.

1. Select [File Destination/Output Destination] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



File Destination - Line Setup

You can specify the mailbox for storing received documents from this screen. By selecting an item and [Change Settings], you can enter the following screens. Up to 200 mailboxes can be registered.

Line 1

Allows you to enter the mailbox number and its password to specify the mailbox. Select [On] to display the [Mailbox Number] and [Password] fields.

Output Destination - Line Setup

You can specify the output trays by incoming line from this screen. The output tray for [Mailbox Printed Documents] can also be set. By selecting an item and [Change Settings], you can enter the following screens.

Line 1

Allows you to select the output tray.

Mailbox Printed Documents

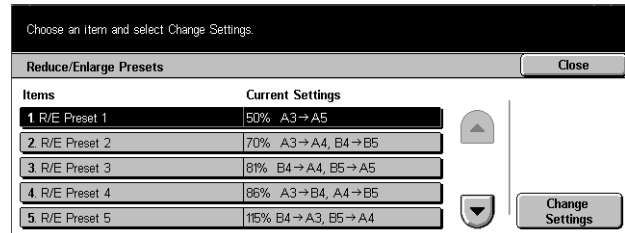
Allows you to select the output tray for documents printed from mailboxes, both manually and automatically using job flow sheets.

Reduce/Enlarge Presets

Use this feature to set magnification presets. These are displayed when you select [Variable %] in the [Reduce/Enlarge] feature on the [Scan Options] screen. If you predefine frequently used magnifications, the draft original can be expanded or reduced quickly and easily.

The [Reduce/Enlarge Presets] screen consists of multiple pages.

1. Select [Reduce/Enlarge Presets] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



R/E Preset 1–7

Allows you to assign your choice of magnifications to each of the seven buttons within the range of 50–400%.

Preset %

Allows you to select a magnification ratio from 23 options.

Variable %

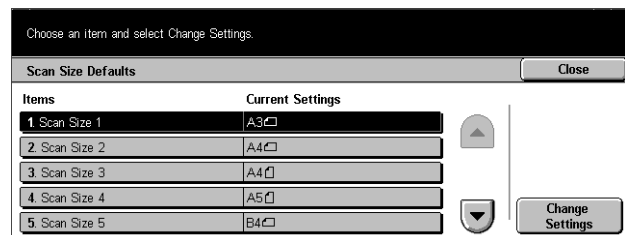
Allows you to specify a magnification ratio using the scroll buttons within a range of 50–400%.

Scan Size Defaults

Use this feature to set document size presets. These are displayed when you use the [Scan Size] feature in the [Scan Options] screen. If you predefine frequently used document sizes, you can set the size of the original quickly and easily.

The [Scan Size Defaults] screen consists of multiple pages.

1. Select [Scan Size Defaults] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Scan Size 1–11

Allows you to assign your choice of document sizes to each of the 11 buttons.

A/B Series Size

Displays the 10 standard document size in A or B series.

Inch Size

Displays the 12 document size in inches.

Others

Allows you to select the size from other settings, such as [5 × 7 inches (Portrait/Landscape)], [3.5 × 5 inches (Portrait/Landscape)], and [Postcard]. You can use the [Next Page] button to switch between screens.

Local Terminal Information

Use this feature to register or change the local terminal information.

The [Local Terminal Information] screen consists of multiple pages.

1. Select [Local Terminal Information] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].

Items	Current Settings
1 Local Name	Xerox
2 Company Logo	(Not Set)
3 Machine Password	01234567890123456789
4 G3 Line 0 (Ext.) - Fax ID	(Not Set)
5 G3 Line 0 (Ext.) - Dial Type	Tone

Local Name

Registers the local name so that the remote machine can identify your machine. Up to 20 characters can be entered using the screen keyboard on the touch screen. The local name will be shown in the display or communication management report of the destination.

For information on the screen keyboard, refer to *Keyboard in the Fax/Internet Fax chapter on page 81*.

Company Logo

Registers the sender name (company logo). Up to 30 characters can be entered using the screen keyboard on the touch screen. The sender name is printed in the [Send Header] or [Cover Note].

Machine Password

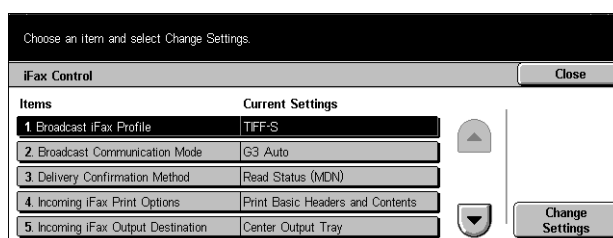
Registers the password to restrict the remote machines which send documents. By setting a machine password, your machine can accept receiving or polling only from remote machines that send a correct machine password in F Code. Up to 20 digits can be set using the screen keyboard on the touch screen. Permissible characters are 0 to 9, *, #, and space. When using this feature, you cannot receive documents from remote machines without the F Code function.

Internet Fax Control

Use this feature to define Internet Fax control functions such as profile designation in multiple address and delivery confirmation mode setting.

The [Internet Fax Control] screen consists of multiple pages.

1. Select [Internet Fax Control] on the [Fax Mode Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].



Broadcast Internet Fax Profile

Sets the default for the profile of Internet Fax for broadcasting.

For more information on Internet Fax profile, refer to *Internet Fax Profile* on page 228.

NOTE: Although [TIFF-S] can be received by any remote machine supporting Internet Fax, [TIFF-F] and [TIFF-J] may not be received. When you set to [TIFF-F] or [TIFF-J], check the capability of the remote machine in advance.

Broadcast Communication Mode

Sets the default for the transmission mode for broadcasting Internet Fax.

Delivery Confirmation Method

Sets the method of confirming delivery of Internet Fax transmission. If [Send Status (DSN)] is selected, you will receive a notification mail that informs you whether an Internet Fax is delivered to the destination. If [Read Status (MDN)] is selected, you will receive a notification mail that informs you an Internet Fax has been correctly handled at the destination.

Incoming Internet Fax Print Options

Sets whether to print the header and body, the subject and body, or attached files of a received e-mail. This is effective in saving paper and printing the attached files.

Incoming Internet Fax Output Destination

Sets the output tray for printing the received e-mail.

Fax Transfer from Address Book

Sets whether to restrict the forwarding of received e-mails as fax documents to an address not registered in the Address Book. If [On] is selected, and you attempt to forward a received e-mail to an address not registered in the Address Book, forwarding will not be executed, and e-mail data will be discarded.

Fax Transfer - Add Sender Header

Sets whether to use the [Sender Header] feature when you forward a received e-mail to remote machines as a fax document. If you select [On], remark ("RESEND" or space), start time and date of transmission, sender name, destination name, Internet Fax address of the machine, and quantity will be added at the top of each page of the document.

Fax Transfer Maximum Data Size

Sets the maximum data size when you forward a received e-mail to remote machines as a fax document. You can set the size within the range of 1 to 65535 KB by using the scroll buttons. If [On] is selected, and you attempt to forward a received e-mail with a larger data size than specified, forwarding will not be executed, and e-mail data will be discarded.

E-mail/Internet Fax Settings

This screen allows you to configure or change machine settings for sending scanned documents as e-mail attachments. For more information, refer to the following.

E-mail Defaults – page 236

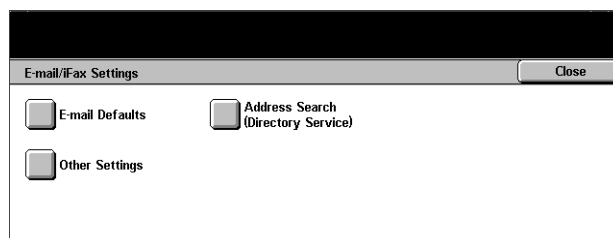
Address Search (Directory Service) – page 236

Other Settings – page 239

1. Select [E-mail/Internet Fax Settings] on the [System Settings] screen.

NOTE: If Internet Fax is not installed, [E-mail Settings] is displayed instead of [E-mail/Internet Fax Settings].

2. Select the required option.
3. Select [Close].



E-mail Defaults

Use this feature to configure or change the default settings for sending scanned documents as e-mail attachments.

1. Select [E-mail Defaults] on the [E-mail/Internet Fax Settings] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1 Subject	(Not Set)

Subject

Enter the default for the subject to be preset when e-mail is sent.

Address Search (Directory Service)

LDAP, Lightweight Directory Access Protocol, is an Internet protocol that email programs use to look up contact information from a server. LDAP-aware client programs can ask LDAP servers to look up entries in a wide variety of ways. LDAP servers index all the data in their entries and "filters" may be used to select just the person or group you want and return just the information you want. LDAP servers also provide "authentication" service so that only authenticated users can access the LDAP server. However, most LDAP servers do not require authentication.

Use this feature to configure or change various settings for searching required addresses through the address book saved in a connected directory server.

1. Select [Address Search (Directory Service)] on the [E-mail/Internet Fax Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].

Items	Current Settings
1 Directory Service (LDAP)	Enabled
2 Primary Server	(Not Set)
3 Primary Server Port Number	389
4 Secondary Server	(Not Set)
5 Secondary Server Port Number	389

Directory Service (LDAP)

Specify whether to allow the machine to access a connected directory server.

Primary Server

Specify the primary directory server. After selecting whether to use an IP address or a server name, enter an IP address or a server name. If a server name is used, ensure that DNS information is properly populated via CentreWare Internet Services

Primary Server Port Number

Specify the port number of the primary directory server.

Secondary Server

Specify the secondary directory server. After selecting whether to use an IP address or a server name, enter an IP address or a server name. If a server name is used, ensure that DNS information is properly populated via CentreWare Internet Services.

Secondary Server Port Number

Specify the port number of the secondary directory server.

Login Name

Specify a login name for accessing the directory server(s) up to 256 characters.

Password

Specify a password for accessing the directory server(s) up to 32 characters.

Search Root Entry DN (Distinguished Name)

Specify a search start point up to 256 characters.

Scope of Search from Root Entry

Specify how far searching is to be performed relative to the specified start point. Options are

- Root Entry only
- One level below Root Entry
- All levels below Root Entry

Object Class of Search Target

Specify an object class for searching up to 32 characters. This field acts as a Wild card. If one enters a string of characters for search criteria, then all names that contain that string will be returned.

Server Application

Specify the software used by the directory server(s). Options are

- Active Directory
- Netware
- Other Applications (e.g. Domino)

Attribute Type of Recipient Name

Specify the attribute type of destination names up to 32 characters. Directory searches are often done by searching for a partial name in the common name (cn) attribute.

Attribute Type of Last Name

Specify the attribute type of family names (last name) up to 32 characters.

Attribute Type of First Name

Specify the attribute type of given names.

Attribute Type of E-mail Address

Specify the attribute type of e-mail addresses.

Attribute Type of Custom Item 1

Specify the attribute type of auxiliary search parameter 1.

Attribute Name of Custom Item 1

Specify the attribute name of auxiliary search parameter 1. The name specified here will be displayed on the Address Book when [E-mail] is selected. For more information, refer to *Address Book on page 247*.

Attribute Type of Custom Item 2

Specify the attribute type of auxiliary search parameter 2.

Attribute Name of Custom Item 2

Specify the attribute name of auxiliary search parameter 2. The name specified here will be displayed on the Address Book when [E-mail] is selected. For more information, refer to *Address Book on page 247*.

Attribute Type of Custom Item 3

Specify the attribute type of auxiliary search parameter 3.

Attribute Name of Custom Item 3

Specify the attribute name of auxiliary search parameter 3. The name specified here will be displayed on the Address Book when [E-mail] is selected. For more information, refer to *Address Book on page 247*.

Maximum Search Results

Specify the maximum number of addresses to be displayed as the result of searching. This feature restricts the number of addresses to be searched and displayed. Select the number in the range from 5 to 100.

Search Time-Out

Specify whether or not to set the maximum searching time (time-out time). If you select [On], then select the time in the range from 5 to 120 seconds.

Other Settings

Use this feature to configure or change other machine settings for sending scanned documents as e-mail attachments.

1. Select [Other Settings] on the [E-mail/Internet Fax Settings] screen.
2. Use the scroll buttons to switch between screens.
3. Perform the necessary operations.
4. Select [Close].

Choose an item and select Change Settings.

Other Settings		Close
Items	Current Settings	
1. Maximum E-mail Size	Off	
2. Maximum Address Entries	100	
3. Auto Print Error Mail	On	
4. Response to Read Status (MDN)	On	
5. Read Status (MDN)	On	

Change Settings

Maximum E-mail Size

Specify whether or not to restrict the size of scanned data to be sent as e-mail attachments. If you select [On], then select the maximum size of data in the range from 50 to 65535 KB.

Maximum Address Entries

Specify the maximum total number of To, Cc, and Bcc recipients of a single e-mail. Select the number in the range from 1 to 100.

Auto Print Error Mail

Specify whether to print error notification mails automatically when e-mails are not delivered due to an error.

Response to Read Status (MDN)

Specify whether to send the processing result to the host machine when an Internet Fax document is received.

Read Status (MDN)

Specify whether to request destinations to send back acknowledgement when opening e-mail.

Auto Print Delivery Confirmation Mail

Specify whether to automatically print out transmission confirmation e-mail.

Page size for Split Send

Specify whether or not to divide scanned data into multiple files by the selected number of pages. If you select [On], then select the number of pages in the range of 1 to 999.

NOTE: Scanned data can be divided into multiple files only when PDF is selected as the file format.

Mailbox Settings

This screen allows you to configure various settings for mailboxes created for saving confidential incoming fax documents or scanned documents. For more information, refer to the following.

Document Expiry Date – page 240

Documents Retrieved By Client – page 240

Internet Fax to Internet Fax – page 240

Internet Fax to E-mail – page 240

1. Select [Mailbox Settings] on the [System Settings] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. Document Expiry Date	Off
2. Documents Retrieved By Client	Delete according to Mailbox settings
3. iFax to iFax	Disabled
4. iFax to E-mail	Disabled

Document Expiry Date

Use this feature to discard documents from mailboxes when the specified period of time elapses. Specify how long documents should be held (up to 14 days), and at what time they should be discarded.

Documents Retrieved By Client

Use this feature to specify an option for discarding documents in mailboxes after they are retrieved. Specify whether those documents should always be discarded or should be discarded according to the settings made on the individual mailboxes.

Internet Fax to Internet Fax

Use this feature to specify whether to allow documents received through the Internet Fax service to be retransferred through the Internet Fax service.

Internet Fax to E-mail

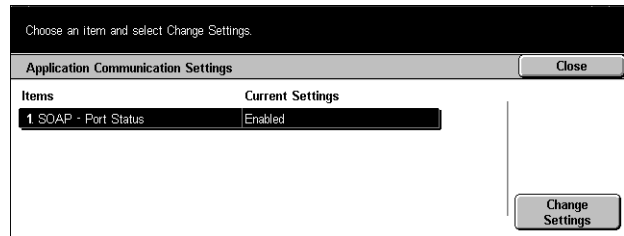
Use this feature to specify whether to allow documents received through the Internet Fax service to be retransferred as e-mail.

Application Communication Settings

This screen allows you to view and change the status of the SOAP port used to communicate with external applications provided by our company. For more information, refer to the following.

SOAP - Port Status – page 241

1. Select [Application Communication Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



SOAP - Port Status

Use this feature to specify whether to enable the SOAP port.

Setup Menu

This screen allows you to register various items such as mailboxes, destination addresses, and job flow sheets. For more information, refer to the following.

Mailbox – page 242

Job Flow Sheets – page 244

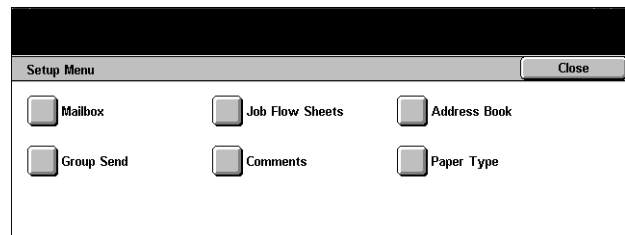
Address Book – page 247

Group Send – page 252

Comments – page 253

Paper Type – page 253

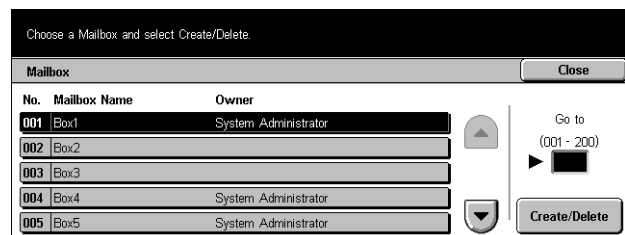
1. Select [Setup Menu] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Mailbox

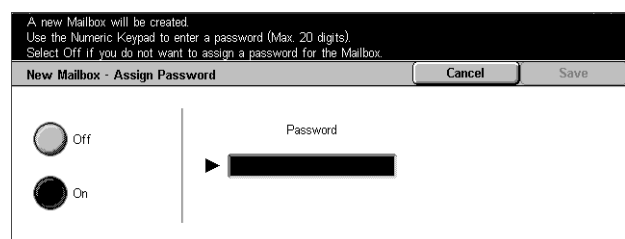
Use this feature to create mailboxes for saving confidential incoming fax documents or scanned documents. Fax documents in mailboxes can be printed out at a convenient time and scanned documents in mailboxes can be imported to computers.

1. Select [Mailbox] on the [Setup Menu] screen.
2. Select a mailbox number under which a new mailbox is to be registered.
3. Select [Create/Delete].
4. Select the required option.



NOTE: If you select [On], go to step 5 to register a password. Then the machine will not allow the mailbox to be accessed unless the registered password is entered. If you select [Off], skip step 5.

5. Enter a password (up to 20 digits max.) using the numeric keypad on the control panel.
6. Select [Save].



7. Perform the necessary operations.

8. Select [Close].

NOTE: By selecting [Delete Mailbox], you can delete all documents in the mailbox and all job flow sheets created through the mailbox.

Items	Current Settings
1. Mailbox Name	(Not Set)
2. Password	Off
3. Check Password	(Password Not Set)
4. Delete Document After Retrieval	Delete
5. Delete Documents with Expiry Date	Disabled

Mailbox Name

Enter a name (up to 20 characters) to be assigned to the mailbox.

Password

Allows you to change the setting of the password.

Check Password

Select an option for restricting access to the mailbox through the password. If you select [Save (Write)], the password entry screen appears when an attempt is made to edit any document in the mailbox. If you select [Print/Delete (Read)], the password entry screen appears when an attempt is made to print out or delete any document in the mailbox.

Delete Document After Retrieval

Specify whether or not to discard documents in the mailbox after they are printed out or retrieved, or after they are transferred and printed out through a job flow sheet.

Delete Documents with Expiry Date

Specify whether or not to enable the function that discards documents in the mailbox when the preset time or period elapses.

Link Job Flow Sheet to Mailbox

Displays the [Link Job Flow Sheet to Mailbox] screen.

[Link Job Flow Sheet to Mailbox] Screen

Use this feature to link the mailbox to a job flow sheet that instructs how documents in the mailbox are to be processed. For more information on a job flow sheet, refer to *Job Flow Sheets* on page 244.

1. Select [Link Job Flow Sheet to Mailbox] on the [Mailbox XXX – Create/Delete] screen, and then select [Change Settings].
2. Perform the necessary operations.
3. Select [Close].

Cut Link

Removes linkage with a job flow sheet if any linkage has been already made.

Create/Change Link

Allows you to select a job flow sheet to be linked with the mailbox. For the displayed [Sheet Filtering], [Create], and [Edit/Delete] buttons, refer to *Job Flow Sheets on page 244*.

NOTE: The [Auto Start] check box and the [Start] also appear on the [Link Job Flow Sheet to Mailbox] screen when the mailbox has been linked with any job flow sheet. Checking the [Auto Start] check box causes the linked job flow sheet to be automatically executed when a new document is saved in the mailbox. Selecting [Start] causes the execution of the linked job flow sheet to be started.

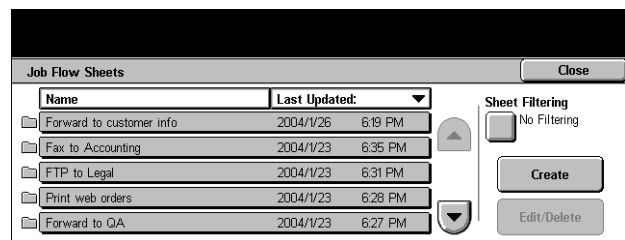
Job Flow Sheets

A job flow sheet defines how scanned documents or documents in the mailboxes are to be processed. Job flow sheets are categorized by the following: created outside and stored on the machine, created and stored on the machine, and created on the machine and stored on an external server. Use this feature to create or modify a job flow sheet. You can program job flow sheets with the following processing.

- To fax documents
- To send documents using the Internet Fax service
- To send documents as e-mail
- To send documents through the FTP protocols
- To send documents through the SMB protocols
- To print out documents

NOTE: In case of forwarding a document, faxed or stored in the mailbox, by E-mail, FTP, or SMB, it cannot be opened by the recipient if the [File Format] of the job flow sheet is set to [JPEG].

1. Select [Job Flow Sheets] on the [Setup Menu] screen.
2. Perform the necessary operations.
3. Select [Close].



Sheet Filtering

Displays the [Sheet Filtering] screen.

Create

Displays the [Create New Job Flow Sheet] screen.

Edit/Delete

Displays the [Show Details] screen.

- Delete – Deletes the selected job flow sheet.
- Copy – Allows you to create a new job flow sheet by copying and modifying the selected job flow sheet.
- Edit – Allows you to modify the selected job flow sheet.

NOTE: The contents of this option are the same as [Show Details] on the [Select Job Flow Sheet] screen of a mailbox.

[Sheet Filtering] Screen

Use this feature to restrict job flow sheets to be displayed on the screen.

1. Select [Sheet Filtering] on the [Job Flow Sheets] screen.
2. Select the required option.
3. Select [Save].

No Filtering

No filtering is applied to the job flow sheets.

When logged in with a particular user ID (Job flow sheets owned by users other than the logged-in user are not displayed):

- Shared Sheets (Administrator) – Displays all the job flow sheets, except for those owned by the logged-in user or other users.
- Personal Sheets – Displays job flow sheets owned by the logged-in user.

Without log-in (Job flow sheets owned by particular users are not displayed):

- System Administrator – Displays job flow sheets managed under the Key Operator's name.
- Non-System Administrator – Displays job flow sheets owned by other than the Key Operator.

NOTE: Options on this screen differ depending on the operating user.

No Filtering

No filtering is applied to the target documents.

Mailbox Documents

Filtering is applied to mailbox documents.

Scanned Documents

Filtering is applied to scanned documents.

[Create New Job Flow Sheet] Screen

Use this feature to create a new job flow sheet.

1. Select [Create] on the [Job Flow Sheets] screen.
2. Perform the necessary operations.
3. Select [Save].

Items	Current Settings
1 Name	(Not Set)
2 Description	(Not Set)
3 Send as Fax	1 Entries
4 Send as IFax	(Not Set)
5 Send as E-mail	(Not Set)

NOTE: Select [Delete Settings] if you just want to clear the current setting for the selected item.

Name

Enter a name (up to 64 characters) to be assigned to the job flow sheet.

Description

Enter a comment (up to 128 characters) to be saved with the job flow sheet.

Send as Fax

Displays the screen for registering fax destinations or changing the settings of registered destinations. You can register up to 100 destinations.

Send as Internet Fax

Displays the screen for registering Internet Fax destinations or changing the settings of registered destinations. You can register up to 100 destinations.

Send as E-mail

Displays the screen for registering e-mail destinations or changing the settings of registered destinations. You can register up to 100 destinations.

Transfer via FTP (1)

Displays the screen for specifying a server to which documents are to be sent using the FTP protocols.

Transfer via FTP (2)

Displays the screen for specifying another server to which documents are to be sent using the FTP protocols.

Transfer via SMB (1)

Displays the screen for specifying a server to which documents are to be sent using the SMB protocols.

Transfer via SMB (2)

Displays the screen for specifying another server to which documents are to be sent using the SMB protocols.

Print

Specify the number of copies to be printed out and the paper type to be used for printing.

Address Book

Use this feature to program the Address Book with recipients of documents. Register destinations to which documents are to be occasionally sent through fax, Internet Fax, e-mail, FTP protocols, or SMB protocols. Destinations are registered under 3-digit Address Numbers by which you can quickly specify destinations when sending documents.

NOTE: You can program the Address Book with up to 500 destinations in total.

NOTE: When storing the new Address Book as CSV format, all the previous addresses are replaced by the new ones.

NOTE: Address Numbers registered for the Address Book can be used as speed dial codes.

NOTE: Addresses may be specified in two different modes: the User mode may be utilized to allow the general user to add or delete specific addresses. To add/delete addresses, press the <All Services> button on the control panel, scroll down to and select [Setup Menu] then begin at step 1 below. The System Admin. mode may be utilized to create addresses that can only be deleted by the System Administrator. To add/delete addresses, Refer to *1. Entering the System Settings Mode on page 187.* (steps 1, 2 & 3) to log into [Systems Settings]. Once [Systems Settings] is selected, select [Setup Menu] and begin at step 1 below.

1. Select [Address Book] on the [Setup Menu] screen.
2. Select an Address Number.
3. Select [Create/Delete].
4. Perform the necessary operations.
5. Select [Save].

Depending on the selection for [Address Type] in step 4, the following items are displayed on the screen.

Choose an Address Number and select Create/Delete.

Address Book		Close
Address No.	Address	
001	Jane Smith	Go to (001 - 500) <input type="text"/> <input type="button" value="Create/Delete"/>
002	James Smith	
003	Joan Smith	
004	John Smith	
005	Joshua Smith	

Select an Address Type before making other selections.

Address Number 001 - Fax		Cancel	Save
Items	Current Settings		
1 Address Type	Fax	<input type="button" value="Delete All Settings"/> <input type="button" value="Change Settings"/>	
2 Fax Number	012-345-6789		
3 Recipient Name	Jane Smith		
4 Index	S		
5 Relay Station Setup	Off		

With [Fax] selected:

Item	Description	Default
Fax Number	Enter a fax number (up to 128 digits).	–
Recipient Name	Enter a recipient name (up to 18 characters).	–
Index	Enter a single alphanumeric character to use as a keyword for searching the Address Book.	–
Relay Station Setup	Specify whether or not the registered Address Number is to be identified as an initiating relay broadcast station when the machine is used as a relay broadcast station. NOTE: Before using the Relay Broadcast feature, enter the Address Numbers for initiating stations regardless of the initiating method from the stations.	Off
Communication Mode	Select a communication mode from either [G3 Auto], [F4800], and [G4 Auto].	G3 Auto
Resolution	Select a resolution level to be used for transmission, from among [Panel], [Standard], [Fine], [Superfine (400dpi)], and [Superfine (600dpi)]. With [Panel] selected, the resolution level selected on the control panel is used.	Panel
Cover Note	Specify whether or not to attach a Cover Note. If you select [On], then select a comment for a recipient and/or a sender. NOTE: Unless registered beforehand, comments cannot be selected. For information on how to register comments, refer to <i>Comments on page 253</i> .	Off
Maximum Image Size	Select the maximum image size, depending on recipients' paper size, from among [A3], [B4], and [A4].	A3
Delayed Start	Select whether or not to specify the transmission start time. If you select [On], then specify the start time.	Off
Remote Mailbox	Specify whether or not to send as confidential fax documents. If you select [On], then enter the recipient's mailbox number (3 digits) and password (4 digits).	Off

Item	Description	Default
F Code	Specify whether or not to perform F Code transmission. If you select [On], then enter the appropriate F Code and password.	Off
Relay Broadcast	Specify whether or not to use the machine as an initiating relay broadcast station in order to use the registered Address Number as a relay station. If you select [On], enter a Relay Station ID, Broadcast recipients, and Print at Relay Station.	Off
Billing - Day Time	Specify whether to enable billing of user accounts for fax jobs during daytime.	No Billing
Billing - Night Time	Specify whether to enable billing of user accounts for fax jobs during nighttime.	No Billing
Billing - Midnight	Specify whether to enable billing of user accounts for fax jobs during midnight.	No Billing

With [Internet Fax] selected:

Item	Description	Default
E-mail Address	Enter an e-mail address (up to 128 characters).	—
Recipient Name	Enter a recipient name (up to 18 characters).	—
Index	Enter a single alphanumeric character to use as a keyword for searching the Address Book.	—
Communication Mode	Select a communication mode from either [G3 Auto], [F4800], or [G4 Auto].	G3 Auto
Resolution	Select a resolution level to be used for transmission, from among [Panel], [Standard], [Fine], [Superfine (400dpi)], and [Superfine (600dpi)]. With [Panel] selected, the resolution level selected on the control panel is used.	Panel
Maximum Image Size	Select the maximum image size, depending on recipients' paper size, from among [A3], [B4], and [A4].	A3

Item	Description	Default
Internet Fax Profile	Select an Internet Fax profile from among [TIFF-S], [TIFF-F], and [TIFF-J]. An Internet Fax profile is an agreement between transmitting and receiving Internet Fax machines that limit image resolution, paper size, and other attributes.	TIFF-S

With [E-mail] selected:

Item	Description	Default
E-mail Address	Enter an e-mail address (up to 128 characters).	—
Recipient Name	Enter a recipient name (up to 18 characters).	—
Last Name	Enter the family name of the recipient (up to 32 characters).	—
First Name	Enter the given name of the recipient (up to 32 characters).	—
Custom Item 1	Enter supplemental information such as a telephone number (up to 20 characters). NOTE: This item can be renamed on the [Address Search (Directory Service)] screen. For more information, refer to <i>Attribute Name of Custom Item 1 on page 238</i> .	—
Custom Item 2	Enter supplemental information such as a company or department name (up to 40 characters). NOTE: This item can be renamed on the [Address Search (Directory Service)] screen. For more information, refer to <i>Attribute Name of Custom Item 2 on page 238</i> .	—
Custom Item 3	Enter supplemental information such as an address (up to 60 characters). NOTE: This item can be renamed on the [Address Search (Directory Service)] screen. For more information, refer to <i>Attribute Name of Custom Item 3 on page 238</i> .	—

With [Server] selected:

Item	Description	Default
Recipient Name	Enter a recipient name (up to 18 characters).	—
Transfer Protocol	Select FTP or SMB as the transfer protocol.	FTP
Server Name/IP Address	Enter the name and IP address of the destination server.	—

Item	Description	Default
Shared Name (SMB Only)	Enter a name assigned for sharing a folder.	—
Save In	Specify the location (or path) of the directory for saving documents.	—
Login Name	Enter a log-in name if required by the destination server.	—
Password	Enter a password if required by the destination server.	—
Port Number	Select an appropriate port number to be used.	—

Group Send

Use this feature to group multiple Address Numbers. Documents are then sent to all Address Numbers registered under a group number when the group number is specified. You can register Address Numbers under up to 50 group numbers; each group can contain up to 20 Address Numbers.

1. Select [Group Send] on the [Setup Menu] screen.
2. Select a group number.
3. Select [Create/Delete].
4. Enter a 3-digit Address Number using the numeric keypad on the control panel.
5. Select [Add].

The top screenshot shows a screen titled "Choose a Group Number and select Create/Delete". It has a "Group Send" header and a "Close" button. Below is a table with two columns: "Group (Total)" and "Address Number".

Group (Total)	Address Number
#01 (1)	001
#02 (1)	002
#03 (20)	001,002,003,004,005,006,007,008...
#04 (1)	***
#05 (2)	001,002

There are up/down arrow buttons to the right of the table and a "Create/Delete" button at the bottom right.

The bottom screenshot shows a screen titled "Group #01 - Create/Delete". It has "Cancel" and "Save" buttons at the top right. Below is a section for "Recipients (Total Entries: 1)" with a list box containing "001". To the right is a numeric keypad with a "►" button. Below the keypad are "Add" and "Delete" buttons.

NOTE: You can use an asterisk to specify multiple Address Numbers at a time. If you enter "01*", Address Numbers from 010 to 019 are specified. If you enter "****", all the Address Numbers are specified.

NOTE: To delete a registered Address Number in a group, enter the Address Number, and then select [Delete].

Comments

Use this feature to register a comment to be used when attaching a cover note. You can register up to 50 comments; each comment can include up to 18 alphanumeric characters.

1. Select [Comments] on the [Setup Menu] screen.
2. Perform the necessary operations.
3. Select [Close].

No.	Comment
1	Report for Month
2	Urgent
3	confidential
4	(Not in Use)
5	(Not in Use)

Paper Type

Use this feature to set the paper type for each tray.

1. Select [Paper Type] on the [Setup Menu] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. Tray 1	Recycled
2. Tray 2	Transparency
3. Tray 3	Plain
4. Tray 5 (Bypass)	Labels

Tray 1–5 (Bypass)

Sets the paper type loaded in each tray.

System Administrator Settings

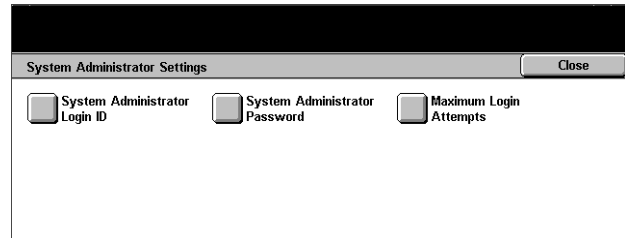
This feature allows you to customize many settings on the machine to suit your particular requirements. The machine enters the Key Operator mode only when a correct System Administrator Login ID is entered. Before shipment, the default System Administrator Login ID is set to “11111”. The [System Administrator Settings] screen allows you to start procedures for changing the default System Administrator Login ID. For more information, refer to the following.

System Administrator Login ID – page 254

System Administrator Password – page 254

Maximum Login Attempts – page 255

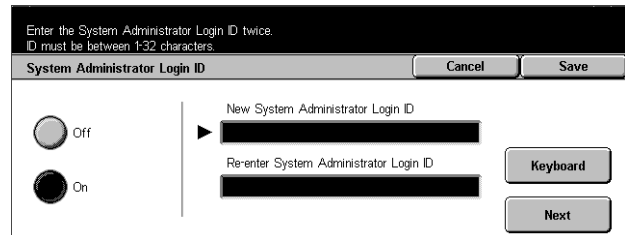
1. Select [System Administrator Settings] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



System Administrator Login ID

Use this feature to change the default System Administrator Login ID. Program a new ID between 1 and 32 alphanumeric characters.

1. Select [System Administrator Login ID] on the [System Administrator Settings] screen.
2. Select [On].
3. Enter a new System Administrator ID.



Use the numeric keypad on the control panel or select [Keyboard] to display the screen keyboard.

4. Select [Next].
5. Enter the same System Administrator Login ID as you entered in step 3.
6. Select [Save].

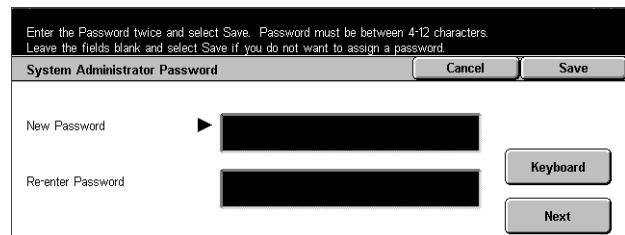
System Administrator Password

Use this feature to change the default System Administrator Password. Program a new password between 4 and 12 alphanumeric characters including spaces.

1. Select [System Administrator Password] on the [System Administrator Settings] screen.
2. Enter a new System Administrator Password.

Use the numeric keypad on the control panel or select [Keyboard] to display the screen keyboard.

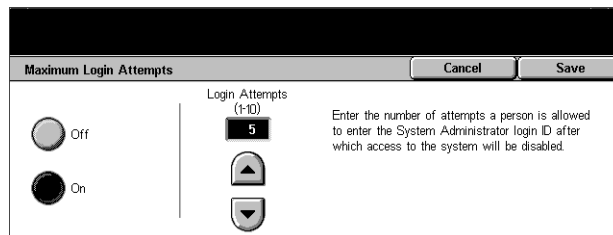
3. Select [Next].
4. Enter the same System Administrator Password as you entered in step 2.
5. Select [Save].



Maximum Login Attempts

With this feature enabled, the machine denies access when an incorrect System Administrator ID is entered the selected number of times. You can select this number in the range from 1 to 10.

1. Select [Maximum Login Attempts] on the [System Administrator Settings] screen.
2. Perform the necessary operations.
3. Select [Save].



Login Setup/Auditron Administration

The Auditron feature is used to prevent the machine from being used by unauthorized users, impose different restrictions on individual users (accounts), and track the total number of copies, faxes, scanned pages, and prints for each account. When the Auditron feature is active, users need to enter a correct user ID, or both user ID and password, in order to use the machine. Using entered user IDs, the Auditron identifies different accounts and tracks jobs done with each account. The [Login Setup/Auditron Administration] screen allows you to start configuring various Auditron settings. For more information, refer to the following.

Create/Check User Accounts – page 256

Reset User Accounts – page 257

System Administrator Copy Meter – page 258

User Details Setup – page 258

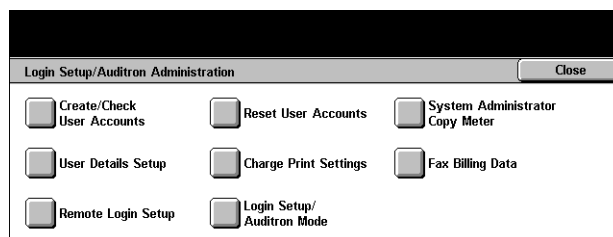
Charge Print Settings – page 259

Fax Billing Data – page 260

Remote Login Setup – page 260

Login Setup/Auditron Mode – page 261

1. Select [Login Setup/Auditron Administration] on the [System Settings] screen.
2. Select the required option.
3. Select [Close].



Create/Check User Accounts

This section describes how to register user IDs and user names, login name and password for authenticating accesses attempted through the network for scanning services, and impose restrictions on the maximum number of pages to be copied or scanned. Up to 500 user accounts can be registered.

1. Select [Create/Check User Accounts] on the [Login Setup/Auditron Administration] screen.
2. Select an item number.
3. Select [Create/Delete].
4. Perform the necessary operations.
5. Select [Close].

No.	UserID	User Name
001	0001	user1
002	0002	user2
003	0003	user3
004		(Not in Use)
005		(Not in Use)

UserID

Allows you to enter a user ID using the screen keyboard. You can enter up to 32 alphanumeric characters including spaces as a user ID.

User Name

Allows you to enter a user name using the screen keyboard. You can enter up to 32 alphanumeric characters including spaces as a user name.

Password

Allows you to enter a password using the screen keyboard. You can enter 4 to 12 alphanumeric characters.

NOTE: The [Password] button also appears if you have chosen the use of a password on the [Login Setup/Auditron Mode] screen.

Remote Login Settings

Displays the [Remote Login Settings] screen. On this screen you can configure the following settings.

- Login Name – Allows you to program a log-in name that needs to be entered when the machine is accessed through the network.
- Password – Allows you to program a password that needs to be entered when the machine is accessed through the network.

Account Limit

Displays the [Account Limit] screen. On this screen, select [Copy Service] or [Scan Service], and then select [Account Limit]. Using the numeric keypad on the control panel, you can then specify and restrict the maximum number of pages to be copied or scanned for the account. The maximum number can be entered within the range of 1–9,999,999 pages.

Reset Total Impressions

Deletes all data tracked for the selected account.

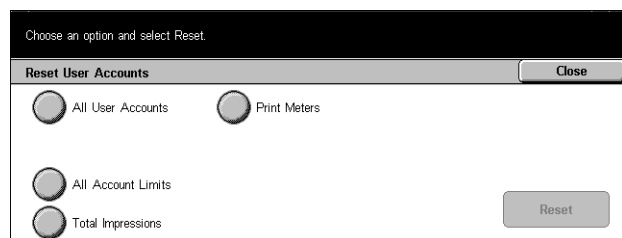
Reset Account

Clears all settings and data for the selected account.

Reset User Accounts

Use this feature to reset the parameters set for all users (accounts) and clear all data tracked by the machine.

1. Select [Reset User Accounts] on the [Login Setup/Auditron Administration] screen.
2. Select the required option.
3. Select [Close].

**All User Accounts**

Clears all parameters of all accounts.

All Account Limits

Clears the upper limit imposed on the total number of pages to be copied and/or scanned. If cleared, account limits for all accounts will return to the default value of 9,999,999.

Total Impressions

Clears all data tracked for all accounts including the Key Operator.

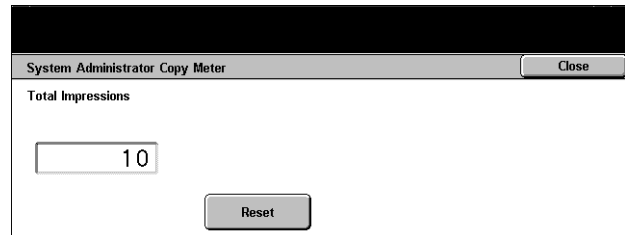
Print Meters

Clears all data about the number of prints recorded by the machine.

System Administrator Copy Meter

Use this feature to check and/or reset the number of pages which are copied, faxed, scanned, and printed when in the Key Operator mode.

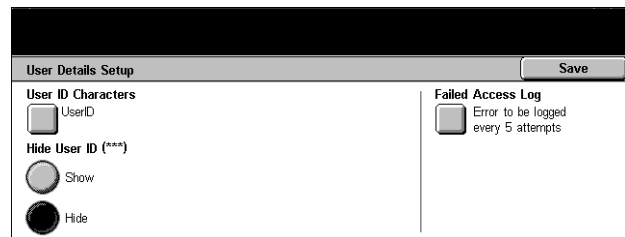
1. Select [System Administrator Copy Meter] on the [Login Setup/Auditron Administration] screen.
2. To clear the total number, select [Reset].
3. Select [Close].



User Details Setup

Use this feature to configure the settings for user ID authentication.

1. Select [User Details Setup] on the [Login Setup/Auditron Administration] screen.
2. Perform the necessary operations.
3. Select [Save].



User ID Characters

Displays the screen keyboard. Enter a name to be displayed on the touch screen, the browsing screen of the CentreWare Internet Services, or printed on reports, instead of a user ID. This name can be up to 15 characters long.

Hide User ID

Specify whether a user ID is to be displayed or hidden when it is entered.

Failed Access Log

Displays the [Failed Access Log] screen.

[Failed Access Log] Screen

With this feature enabled, the machine records an error when the number of authentication failures exceeds the selected number within a certain period.

1. Select [Failed Access Log] on the [User Details Setup] screen.
2. Select [On] to enable the feature.

Failed Attempts

Use the numeric keypad on the control panel to select the maximum number of authentication failures to be allowed.

Charge Print Settings

This feature allows you to specify how to treat the print jobs that are received when the machine is in the Auditron Administration mode.

1. Select [Charge Print Settings] on the [Login Setup/Auditron Administration] screen.
2. Perform the necessary operations.
3. Select [Close].

Items	Current Settings
1. Receive Control	According to Print Auditron
2. Document Expiry Date	Off

Receive Control

Allows you to specify the receiving control for externally submitted jobs.

- According to Print Auditron – The receiving control depends on the setting made on the machine. The [Job Login Failure] options are displayed.
- Save All – Saves all jobs to be received.
- Job Login Failure – Specifies how to treat the print jobs with a user ID or password authentication failure. If you select [Save All], all jobs are saved. If you select [Cancel Job], job receipt will be rejected.
- Job without User ID – Specifies how to treat the jobs without a user ID. If you select [Save All], all jobs are saved. If you select [Cancel Job], job receipt will be rejected.

Document Expiry Date

Allows you to specify the storage period for the authenticated print jobs.

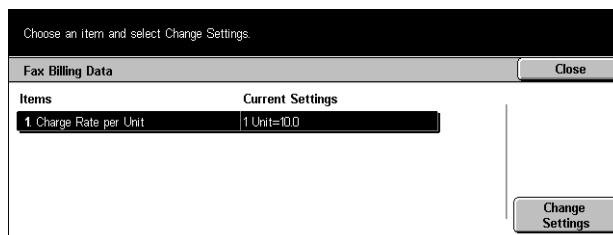
- Documents kept for – Specify the storage period within the range of 1–14 days.
- Documents deleted at – Specify the time to delete jobs when storage period expires. You can set the time in the ranges of 0–23 hours and 0–59 minutes.

Fax Billing Data

This feature allows you to set the charge rate per unit of fax transmissions.

NOTE: This button is displayed with Key Operator access.

1. Select [Fax Billing Data] on the [Login Setup/Auditron Administration] screen.
2. Perform the necessary operations.
3. Select [Close].



Charge Rate per Unit

Allows you to specify the charge rate per unit in 0.1 increments using the numeric keypad on the screen.

Remote Login Setup

This feature allows you to configure the authentication settings for scan services which utilize the network resources with the exception of the Scan to Mailbox service. The available authentication service is Kerberos.

1. Select [Remote Login Setup] on the [Login Setup/Auditron Administration] screen.
2. Select the required option.
3. Select [Save].



Off

Disables the remote authentication service.

On

Requires authentication via a remote authentication server.

On (Including Guests)

Requires authentication via a remote authentication server. In addition, the Guest user account is enabled.

Login Setup/Auditron Mode

This screen allows you to enable or disable the Auditron Administration feature and specify the types of jobs that require authentication.

1. Select [Login Setup/Auditron Mode] on the [Login Setup/Auditron Administration] screen.

2. Select the required option.

If you select [Local Machine Access] or [Network Access], the [Auditron Mode] and [Mailbox Access] buttons are displayed.

3. Perform the necessary operations.

4. Select [Save].

NOTE: Select [Network Access] to configure the authentication settings for services requested through a network.

Off

Disables the authentication feature.

Local Machine Access

Enables the authentication feature. User registration can be performed using the touch screen or the PC application. If authentication is enabled, all corresponding services need to be authenticated. You can respectively turn off the authentication as required.

Network Access

Enables the authentication feature. User registration can be performed using the external server.

Auditron Mode

Displays the [Auditron Mode] screen. On this screen you can specify whether to perform authentication for copy, fax, scan, or print services.

NOTE: If you enable any of the services listed, the [User Login] screen is displayed when you press the <Log In/Out> button on the control panel.

Mailbox Access

Displays the [Mailbox Access] screen. On this screen you can specify whether to perform authentication when an attempt is made to print out or retrieve documents stored in mailboxes.

Password

Specify whether to require password entry at the time of authentication.

12 Job Status

This chapter contains information on the job status screens and the features available.

Job Status

This feature allows you to check the progress of a job, or display the log and detailed information of completed jobs. The newest job will be displayed at the top of the list. It can also check, delete, or print various special printings or the documents in the public mailbox of the machine. Use the scroll buttons to switch between screens.

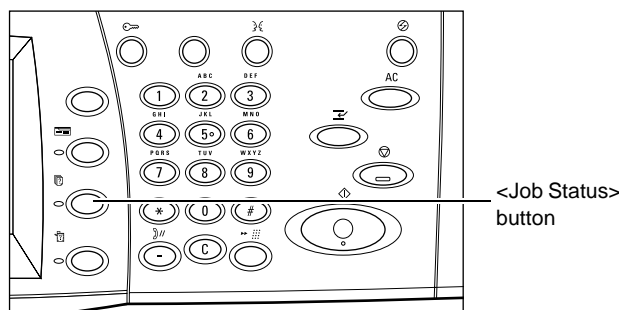
For more information on each button, refer to the following.

Current and Pending Jobs – page 264

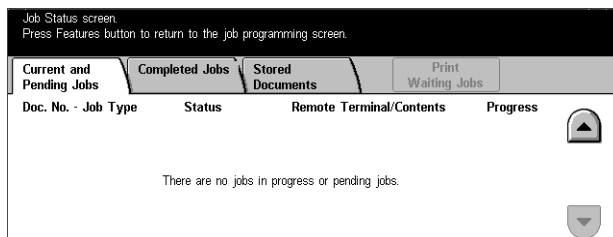
Completed Jobs – page 265

Stored Documents – page 266

1. Press the <Job Status> button on the control panel.
Press the <Features> or <All Services> button at any time to exit.



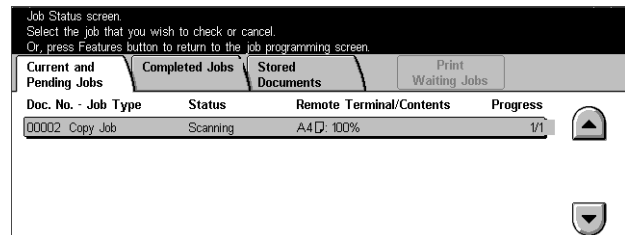
2. Select the required option.



Current and Pending Jobs

This feature allows you to view incomplete jobs that are waiting, in progress or suspended. You can see job attributes, or promote/delete the job.

1. Press the <Job Status> button on the control panel.
2. Select the [Current and Pending Jobs] tab.
3. Use the scroll buttons to switch between screens.
4. Select a job to cancel or promote as required.



Doc. No. - Job Type

Identifies each job by number and type.

Status

Displays the status of the job, such as copying, printing, and scanning.

Remote Terminal/Contents

Displays the name of the recipient for a fax job, the paper size for a copy job, or the box number for a scan job, etc.

Progress

Displays the current and total number of pages in a job that is printing, scanning, sending, or receiving.

Job Screen

Use this feature to select a job from the list to display detailed information on the job or to promote/delete it. The content of the screen and the buttons displayed will vary depending on service type and job status.

Stop

Cancels jobs that are being processed or on hold.

Promote Job

Promotes a job in the list to be processed immediately after the one being processed. The promoted job will be marked with an arrow in the job list on the [Current and Pending Jobs] screen.

Last Original

Select this option to finish scanning.

Next Original

Select this option if you have another document to scan.

Start

Starts scanning the next document or prints a job being held on the machine.

Print Waiting Jobs

Select this option to print the jobs waiting in the incomplete jobs queue.

Completed Jobs

This feature allows you to view the finished jobs in the machine. To see the job attributes, select a job in the list to display detailed information on the next screen. The contents of each screen may differ depending on the type or status of the job.

1. Press the <Job Status> button on the control panel.
2. Select the [Completed Jobs] tab.
3. Use the scroll buttons to switch between screens.

Job Status screen.
Press Features button to return to the job programming screen.

Current and Pending Jobs		Completed Jobs	Stored Documents
Doc. No. - Job Type	Status	Remote Terminal/Contents	Status
00115 -Scan Job	Completed	Mailbox 001	1
00114 -Scan Job	Completed	Mailbox 001	1
00113 -Scan Job	Completed	Mailbox 001	1
00112 -Scan Job	Completed	Mailbox 001	1
- -Copy Job	Completed - Error	100%	0/20

Doc. No. - Job Type

Identifies each job by job number and type.

Status

Displays the status of the job, such as completed, cancelled, shutdown, etc.

Remote Terminal/Contents

Displays the name of the recipient for a fax job, the paper size for a copy job, or the box number for a scan job, etc.

Status

Displays the number of printed, scanned, sent, or received pages. For cancelled jobs, the status will be blank.

Stored Documents

This feature allows you to check locally stored documents in [Charge Print], [Secure Print], [Sample Print], [Delayed Print], and [Public Mailbox]. User actions are required for outputting or deleting these documents.

NOTE: The jobs displayed in [Charge Print], [Secure Print], [Sample Print], and [Delayed Print] are sent from a PC using the print driver. For more information, refer to PCL Driver On-line Help.

For more information, refer to the following.

Charge Print – page 266

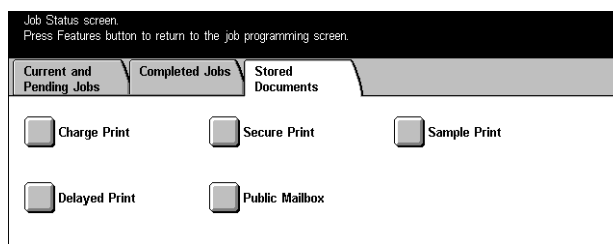
Secure Print – page 267

Sample Print – page 268

Delayed Print – page 268

Public Mailbox – page 269

1. Press the <Job Status> button on the control panel.
2. Select the [Stored Documents] tab.
3. Select the required option.



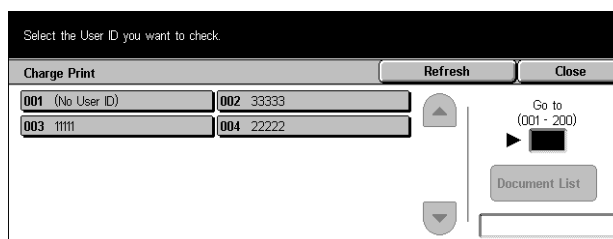
Charge Print

The print jobs that failed authentication (i.e., a wrong user ID and/or password was entered in the print driver) when the Authentication feature is enabled are stored or cancelled as specified in [Charge Print Settings].

If the machine receives a document without a user ID or no user ID is specified in the print driver, the saved document will be listed as [(No User ID)].

The settings for Charge Print are set up by the Key Operator. For more information, refer to *Charge Print Settings in the Setups chapter on page 259*.

1. Select [Charge Print] on the [Stored Documents] screen.



Refresh

Brings the information up to date.

Go to

Use this field to specify the Charge Print number to be displayed at the top of the screen. You can set the number within the range of 1 to 200 using the scroll buttons.

Document List

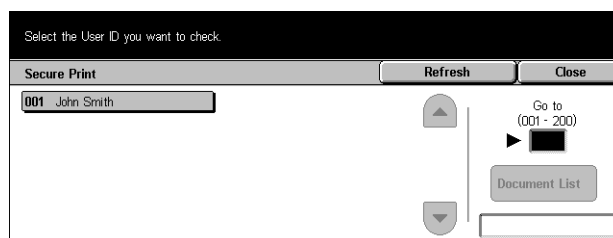
Displays the log-in screen after selecting a user ID from the list. Enter the required user ID to display the stored documents.

- Delete – Deletes a document.
- Print – Prints a document selected in the list. You can select whether or not to delete the stored documents after printing.

Secure Print

A secure print job requires a user ID and a password registered in the machine to print or delete the stored document. A user ID and a password can be specified from the print driver.

1. Select [Secure Print] on the [Stored Documents] screen.

**Refresh**

Brings the information up to date.

Go to

Use this field to specify the Secure Print number to be displayed at the top of the screen. You can set the number within the range of 1 to 200 using the scroll buttons.

Document List

Displays the password input screen after selecting a user ID from the list. Enter the password to display the stored documents.

- Select All – Selects all documents in the list.
- Delete – Deletes a document.
- Print – Prints a document selected in the list. You can select whether or not to delete the stored documents after printing.

NOTE: If you have forgotten the password, contact the Key Operator. The Key Operator can access the stored documents without entering a password.

Sample Print

A sample print job allows you to print one set of a document prior to printing the whole quantity. You can choose whether or not to print more sets after checking the print result. A user ID and a password are required to access the stored document, and the number of copies can be specified from the print driver.

1. Select [Sample Print] on the [Stored Documents] screen.

Refresh

Brings the information up to date.

Go to

Use this field to specify the Sample Print number to be displayed at the top of the screen. You can set the number within the range of 1 to 200 using the scroll buttons.

Document List

You can select a user ID from the list and this option to display the documents for the user ID specified in the print driver. Use the following options to output or delete the documents:

- Select All – Selects all documents in the list.
- Print – Prints a document selected in the list. After printing, the documents are deleted.
- Delete – Deletes a document selected in the list.

Delayed Print

The documents with the start time for printing as specified from the print driver can be stored in the machine. You can confirm or output the stored documents before the specified time. You can also delete the stored job.

1. Select [Delayed Print] on the [Stored Documents] screen.

No.	Document Name	Print Time	Pages
1	Report for month	1:25 AM	2

Refresh

Brings the list up to date.

Print

Prints a document selected in the list.

Delete

Deletes a document selected in the list.

Public Mailbox

Allows you to confirm, output, or delete the documents in a public mailbox on the machine.

For more information, refer to *Save in: - Public Mailbox in the Fax/Internet Fax chapter on page 101*.

1. Select [Public Mailbox] on the [Stored Documents] screen.

Job Status screen.
Press Features button to return to the job programming screen.

Public Mailbox				Refresh	Close
No.	Doc. No. - Type	Stored Date	Pages		No. of Docs: 5
1	00010 loc. for Polling	2/3/2001 10:20 AM	655	<input type="button" value="Select All"/> <input type="button" value="Delete"/> <input type="button" value="Print"/>	
2	00020 loc. for Polling	4/6/2002 8:10 AM	1		
3	00030 loc. for Polling	6/9/2003 12:15 PM	10		
4	00040 loc. for Polling	7/7/2000 4:30 PM	100		
5	00050 loc. for Polling	11/1/2000 8:30 AM	999		

Refresh

Brings the list up to date.

Select All

Selects all the documents in the [Public Mailbox].

Print

Prints a document selected in the list.

Delete

Deletes a document selected in the list.

13 Machine Status

This chapter contains information on how to check the machine status, the billing meter, the status of the toner cartridge or print various reports.

For more information on each tab, refer to the following.

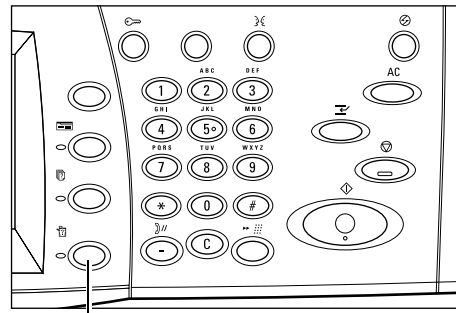
Machine Status – page 271

Billing Meter/Print Report – page 275

Consumables – page 279

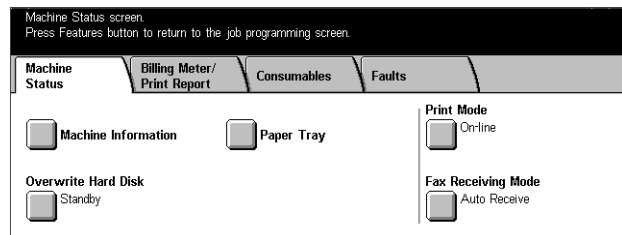
Faults – page 280

1. Press the <Machine Status> button on the control panel. Press the <Features> or <All Services> button at any time to exit.



<Machine Status> button

2. Select the required option.



Machine Status

This screen allows you to view the general information on the machine and the status of paper trays and the hard disk, and change the print mode or fax receiving mode.

For more information on the features available, refer to the following.

Machine Information – page 272

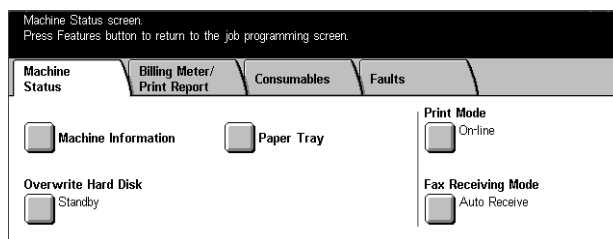
Paper Tray – page 272

Overwrite Hard Disk – page 273

Print Mode – page 273

Fax Receiving Mode – page 274

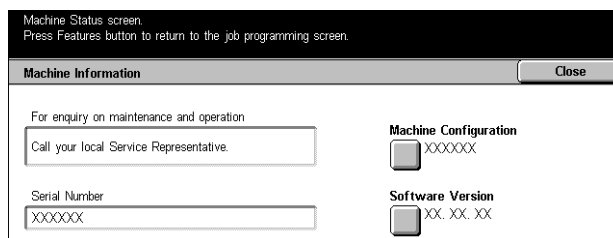
1. Press the <Machine Status> button on the control panel.
2. Select the [Machine Status] tab.
3. Select the required option.



Machine Information

Allows you to view user support information, serial number of the machine as well as the machine configuration and the software version.

1. Select [Machine Information] on the [Machine Status] screen.



Machine Configuration

Displays the [Machine Configuration] screen. You can view the status of the machine components.

Software Version

Displays the [Software Version] screen. You can identify the software versions of the components of the machine.

Paper Tray

Allows you to check the status of each paper tray including the bypass tray and the optional Tandem Tray Module. It also displays the size, type, and remaining amount of media in each tray.

1. Select [Paper Tray] on the [Machine Status] screen.

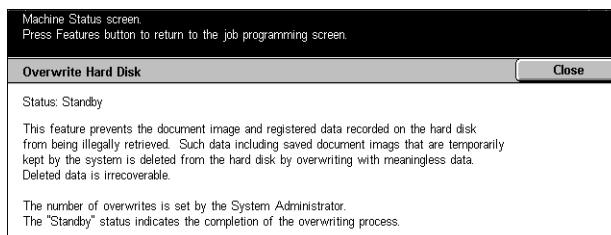
Items	Status	Filled	Paper Size	Paper Type
Tray 1	OK	100%	A4	Plain
Tray 2	OK	25%	A3	Plain
Tray 3	OK	75%	85x11	Plain
Tray 4	OK	50%	A4	Plain
Tray 5	-	-	Size Detect	Plain

Overwrite Hard Disk

Display the overwriting status of the hard disk.

NOTE: This option is displayed if the feature is enabled in the System Settings.

1. Select [Overwrite Hard Disk] on the [Machine Status] screen.

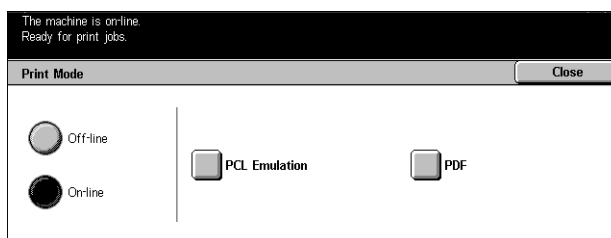


Print Mode

Allows you to change the default printer mode and emulation parameter settings.

For the lists of emulation parameters and their values, refer to *Emulation Parameters in the Print chapter on page 142*.

1. Select [Print Mode] on the [Machine Status] screen.



Off-line

Sets the printer mode to off-line.

On-line

Sets the printer mode to on-line.

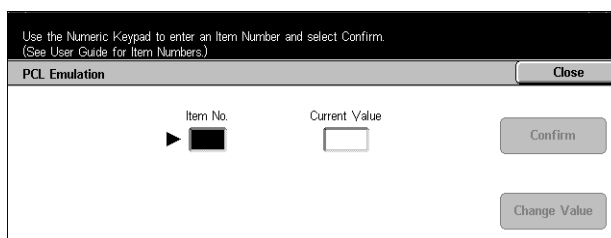
PCL Emulation

Displays the [PCL Emulation] screen.

[PCL Emulation] Screen

Use this feature to set parameter values for PCL emulation, which allows you to print documents without using print driver software on your PC.

1. Select [PCL Emulation] on the [Print Mode] screen.
2. Enter the parameter item number in the [Item No.] field.
3. Select [Change Value] to change the displayed value. Select [Confirm] if no change is required.



4. Enter the required value in the [New Value] field using the numeric keypad on the control panel.
5. Select [Save].

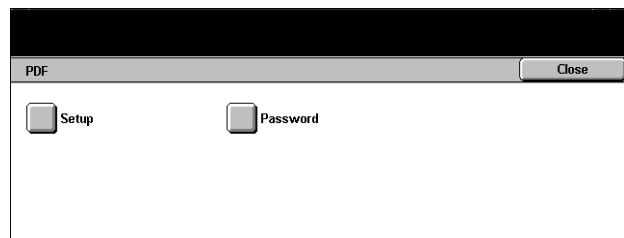
PDF

Displays the [PDF] screen.

[PDF] Screen

Use this feature to set parameter values and a password for PDF direct printing, which allows you to bypass driver software and send a PDF file directly to the machine.

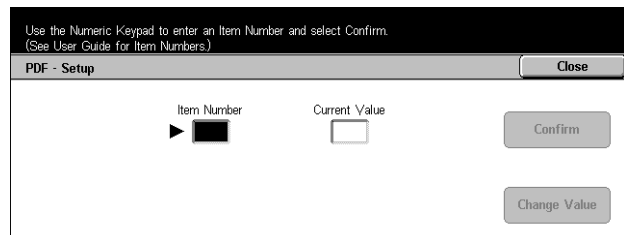
1. Select [PDF] on the [Print Mode] screen.
2. Perform the necessary operations.
3. Select [Close].



Setup

Allows you to set parameter values for PDF direct printing.

1. Select [Setup] on the [PDF] screen.
2. Enter the parameter item number in the [Item No.] field.
3. Select [Change Value] to change the displayed value. Select [Confirm] if no change is required.
4. Enter the required value in the [New Value] field using the numeric keypad on the control panel.
5. Select [Save].



Password

Allows you to enter a password to restrict access to PDF direct printing.

Fax Receiving Mode

Allows you to set the fax reception mode: Manual Receive or Auto Receive.

1. Select [Fax Receiving Mode] on the [Machine Status] screen.



Manual Receive

Starts receiving a fax or polling after you have answered the call and confirmed it is a fax.

Auto Receive

Receives a fax automatically.

Billing Meter/Print Report

This screen allows you to view the billing meter information, and also specify the output sequence for various reports and lists.

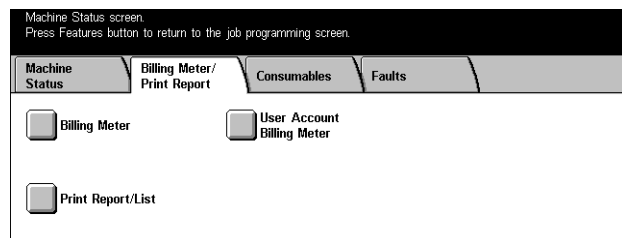
For more information, refer to the following.

Billing Meter – page 275

User Account Billing Meter – page 276

Print Report/List – page 276

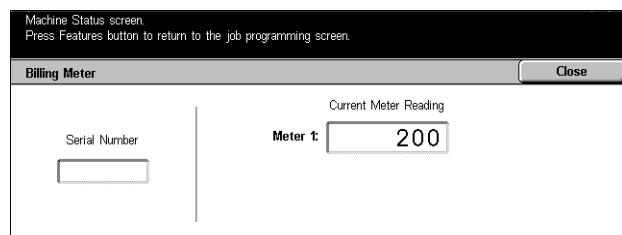
1. Press the <Machine Status> button on the control panel.
2. Select the [Billing Meter/Print Report] tab.
3. Select the required option.



Billing Meter

Allows you to view the total number of prints made on the machine using the [Current Meter Reading]. You can also view the serial number.

1. Select [Billing Meter] on the [Billing Meter/Print Report] screen.



User Account Billing Meter

Allows you to view the number of per session and total impressions of copying or scanning made for a user account, the impression limit set for the account, and the available balance.

NOTE: This button is displayed with Key Operator access.

1. Select [User Account Billing Meter] on the [Billing Meter/Print Report] screen.

Machine Status screen.
Press Features button to return to the job programming screen.

User Account Billing Meter Close

☒ Copy Meter This Session: 10
☐ Scan Meter Total: 10
 Account Limit:
 Available Balance:

Print Report/List

Allows you to print various reports and lists for each service.

1. Select [Print Report/List] on the [Billing Meter/Print Report] screen.

Machine Status screen.
Press Features button to return to the job programming screen.

Print Report/List Close

☐ Job Status/Activity Report ☐ Copy Mode Settings ☐ Print Mode Settings
☐ Scan Mode Settings ☐ Fax Mode Settings ☐ Mailbox List
☐ Job Counter Report ☐ Audition Administration

Job Status/Activity Report

Displays the [Job Status/Activity Report] screen. Select a report option and press the <Start> button on the control panel to output the following.

- Job History Report
Lists the jobs recorded on the machine.
- Activity Report
Lists the results of the fax transmissions.
- Error History Report
Lists the errors that occurred in the machine.
- Stored Document List
Lists the documents stored in mailboxes for printing, scanning, and faxing. Also displays the fax jobs queued on the machine.

Copy Mode Settings

Displays the [Copy Mode Settings] screen. Select an option and press the <Start> button to output the following.

- Settings List
 - Common Items

Print Mode Settings

Displays the [Print Mode Settings] screen. Select an option and press the <Start> button to output the following.

- Setting List
 - Common Items
- PCL Settings List
- PCL Form List
- PDF Settings List
- TIFF Settings List
- TIFF Logical Printer List
- PS Logical Printer List
- Fonts List
- PostScript Fonts List

Scan Mode Settings

Displays the [Scan Mode Settings] screen.

- Settings List

Displays the following options on the right hand side. Select an option and press the <Start> button to output the list.
[Setting List - Common Items]/[Extended Features Settings List]/[Domain List]
- Job Template List

Displays the list of job templates that can be used on the machine. For more information on job templates, refer to *Services in the CentreWare Internet Services chapter on page 149* and the CentreWare Network Scanning Services Manual.
- Address Book

Displays ten [Address Book] options on the right hand side. Each option represents 50 addresses, giving 500 in total. Select one or more options and press the <Start> button to output the lists.

Fax Mode Settings

Displays the [Fax Mode Settings] screen.

- Settings List

Displays the following options on the right hand side. Select an option and press the <Start> button to output the list.
[Setting List - Common Items]/[Box Selector List]/[Extended Features Settings List]/[Domain List]
- Address Book

Displays ten [Address Book] options, [Group Send], and [Select All] on the right hand side. Each [Address Book] option represents 50 addresses, giving 500 in total.

Select one or more [Address Book] options and/or the [Group Send], or [Select All], and press the <Start> button to output the lists.

- Comments List

Select this option and press the <Start> button to output this list.

- Billing Data List

Displays the billing data for fax jobs. Select this option and press the <Start> button to output this list.

NOTE: This option is displayed with Key Operator access.

Mailbox List

Displays the [Mailbox List] screen.

NOTE: This button is displayed with Key Operator access.

- Mailbox List

Displays ten [Mailbox] options and the [Select All] button, on the right hand side. Each [Mailbox] option represents 50 mailboxes, giving 500 in total. Select one or more [Mailbox] options or [Select All], and press the <Start> button to output the lists.

Job Counter Report

Displays the [Job Counter Report] screen. Select this option and press the <Start> button to output this list.

NOTE: This button is displayed with Key Operator access.

- Job Counter Report

Auditron Administration

Displays the [Auditron Administration] screen. Select the type of service on the left and the required user account numbers, and press the <Start> button on the control panel to output the list. The multiple user account numbers can be selected, or check the [Select All (0001 - 0500)] check box to select all account numbers.

NOTE: This button is displayed with Key Operator access.

- Auditron Report (Print)
- Auditron Report (Copy)
- Auditron Report (Fax)
- Auditron Report (Scan)

Consumables

This screen allows you to view toner usage and the status of cartridges.

1. Select the [Consumables] tab on the [Machine Status] screen.

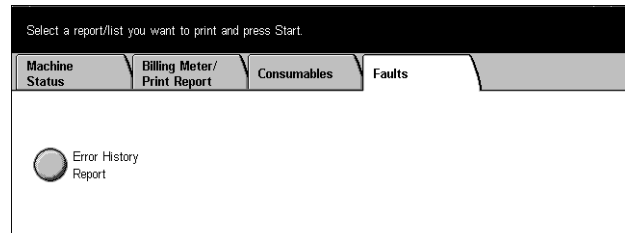
Machine Status screen.
Press Features button to return to the job programming screen.

Machine Status	Billing Meter/ Print Report	Consumables	Faults
		Consumables	Status
		1. Toner Cartridge	Ready
		2. Drum Cartridge	Ready
		3. Staple Cartridge	Ready

Faults

This screen allows you to output a report of recent errors, the date and time of the errors, the error codes, and the status of each error. The status is either active or cleared.

1. Press the <Machine Status> button on the control panel.
2. Select the [Faults] tab.
3. Select [Error History Report] and press the <Start> button on the control panel to output the report.



14 Authentication and Auditron Administration

The machine has a unique Authentication feature that restricts the ability to use functions, and an Auditron Administration feature that manages the use of each machine feature.

This chapter contains information for Key Operators on the features used to change the settings and on the setting procedures.

Overview of Authentication – page 281

Authentication for Job Flow Sheet and Mailbox – page 284

Overview of Auditron Administration – page 294

Overview of Authentication

This section is an overview of the Authentication feature used with the machine.

Users Controlled by Authentication

The following is an explanation about the different user types that are controlled by the Authentication feature.

Users are classified into the following four types. The Authentication feature restricts operations according to the user type.

- Key Operators
- Entered Users
- Unentered Users
- General Users

Key Operators

These are users who can enter and change system settings.

A Key Operator uses a special user ID called a Key Operator ID.

To enter the Key Operator mode, enter the Key Operator ID into the user ID entry field on the authentication screen.

Entered Users

These are users who are registered with the machine.

When an Entered User uses a service that is restricted, the user must enter their user ID on the authentication screen.

Unentered Users

These are users who are not registered with the machine.

An Unentered User cannot use services that are restricted.

General Users

These are general users who are not permitted to use the machine in the authenticated mode.

Types of Authentication

Two types of authentication are used by the machine depending on where user information is stored.

Direct Authentication

Direct Authentication uses the user information stored in the machine to manage authentication.

Network Authentication

Network Authentication uses the user information from a remote account server to manage authentication.

User information on a remote account server is sent to, and stored in the machine. When the user information on the server is changed, that information must be sent from the server to update the machine.

This authentication method is used to simplify the management of user information on multiple machines.

Functions Controlled by Authentication

The following explains the functions that are restricted by the Authentication feature. Restriction depends on which of the following two ways the machine is used.

- Local Access
- Remote Access

For more information on the restrictions to mailboxes and job flow sheets using the Authentication feature, refer to *Authentication for Job Flow Sheet and Mailbox on page 284*.

Local Access

Direct operation of the machine from the control panel is called Local Access.

The functions restricted by Local Access are as follows.

Copy

The copy function is restricted. When the function uses job memory, that job memory is also restricted.

Fax/Internet Fax

The fax and Internet Fax functions are restricted. When either of these functions use job memory, that job memory is also restricted.

Scan

The Scan to Mailbox, Network Scanning and Scan to FTP/SMB functions are restricted. When any of these functions uses job memory, that job memory is also restricted.

Mailbox

If the Authentication feature is enabled, authentication is required for mailbox operations even if you are not using the Authentication and Auditron Administration features for copying, faxing, scanning, and printing.

Job Flow Sheets

If the Authentication feature is enabled, authentication is required to execute job flow sheets even if you are not using the Authentication and Auditron Administration features for copying, faxing, scanning, and printing.

Print

The printing of documents that have been saved to the machine is restricted for the Charge Print feature.

Remote Access

Operation of the machine through a network using CentreWare Internet Services is called Remote Access.

The functions restricted by Remote Access are as follows.

Print

Printing is limited to print jobs sent from a computer.

To use the Authentication feature, set authentication information such as user ID and password through the print driver.

The print jobs sent to the machine that fail authentication are set to Charge Print and are either saved to the machine or deleted, depending on content.

Direct Fax

Direct Fax from a computer is restricted.

To use the Authentication feature, you must set authentication information such as user ID and password through the fax driver.

The fax jobs sent to the machine that fail authentication are set to Charge Print and are either saved to the machine or deleted, depending on content.

CentreWare Internet Services

If the Authentication feature is enabled, authentication is required to access the CentreWare Internet Services home page even if you are not using the Authentication and Auditron Administration features for copying, faxing, scanning, or printing.

Authentication for Job Flow Sheet and Mailbox

The following explains the restrictions for job flow sheets and mailboxes when the Authentication feature is enabled.

NOTE: When a user account is deleted, the mailboxes and job flow sheets associated with the account are also deleted. Any documents stored in the mailboxes will also be deleted.

NOTE: When the Authentication and Auditron Administration features are used with a remote account server, the user information stored in the machine may be temporarily deleted to restrict user access. When this happens, the mailboxes and job flow sheets associated with the user will also be deleted. When using a remote account server to manage authentication, use of mailboxes and job flow sheets in the Key Operator mode is recommended.

Job Flow Sheet Types

There are four types of job flow sheets that can be used with the machine.

NOTE: You can create Mailbox Job Flow Sheets with the machine.

Generally Shared Job Flow Sheet

This job flow sheet is created by a General User without using the Authentication feature.

When the Authentication feature is not enabled, this job flow sheet is shared and its settings may be changed by any user.

When the Authentication feature is enabled, this job flow sheet can only be operated by a Key Operator.

Mailbox Job Flow Sheet

This job flow sheet is created by a General User or a Key Operator using [Mailbox] on the [Setup Menu] screen.

The owner of this job flow sheet is set to the mailbox it was created from. Any user who has access to the mailbox can use and change its settings.

This job flow sheet can only be operated when the Authentication feature is not enabled. When the Authentication feature is enabled, only a Key Operator can operate this job flow sheet.

Key Operator Shared Job Flow Sheet

This job flow sheet is created by a Key Operator.

When the Authentication feature is not enabled, this job flow sheet is shared and its settings may be changed by any user.

When the Authentication feature is enabled, the parent job flow sheet can be shared by all Entered Users. However, only a Key Operator can change its settings.

To create a Key Operator Shared Job Flow Sheet, operate the machine as a Key Operator.

Personal Job Flow Sheet

This job flow sheet is created by an Entered User when the Authentication feature is enabled.

Only the Entered User who created the job flow sheet can use it.

This job flow sheet can only be operated by a Key Operator when the Authentication feature is not enabled.

The ways to operate job flow sheets vary depending on whether the Authentication feature is enabled. The following explains the operations available.

- When the Authentication feature is not enabled
- When the Authentication feature is enabled

When the Authentication Feature is Not Enabled

The following table shows the relationship with the job flow sheet for each user type when the Authentication feature is not enabled.

The job flow sheet operations available vary, depending on whether the job flow sheet was created using [Mailbox] on the [Setup Menu] screen or [Job Flow Sheets] on the [Setup Menu] screen.

Created using [Mailbox] on the [Setup Menu] screen

Job Flow Operations	Generally Shared		Mailbox		Shared by Key Operators		Personal	
	General Users	Key Operators	General Users	Key Operators	General Users	Key Operators	General Users	Key Operators
Create	X	X	O	X	X	O	X	X
Display	O	O	O	O	O	O	X	O
Edit	O	O	O	O	X	O	X	O
Copy*	O	O	O	O	O	O	X	O
Delete	O	O	O	O	X	O	X	O
Select/Run	O	O	O	O	O	O	X	O
Link to Mailbox	O	O	O	O	O	O	X	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

NOTE: Job flow sheets created from [Mailbox] on the [Setup Menu] screen can only be used, changed, copied and deleted from the mailbox where they were created. The applicable users are all the users that can use the mailbox.

NOTE: When job flow sheets not available for operation, depending on changes made to the authentication status, are linked to a mailbox, you can still use them except for changing/copying them. If you release the link, the job flow sheet will no longer be displayed and will be disabled.

Created using [Job Flow Sheets] on the [Setup Menu] screen

Job Flow Operations	Generally Shared		Mailbox		Shared by Key Operators		Personal	
	General Users	Key Operators	General Users	Key Operators	General Users	Key Operators	General Users	Key Operators
Create	O	X	X	X	X	O	X	X
Display	O	O	X	O	O	O	X	O
Edit	O	O	X	O	X	O	X	O
Copy*	O	O	X	O	O	O	X	O
Delete	O	O	X	O	X	O	X	O
Select/Run	O	O	X	O	O	O	X	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

When the Authentication Feature is Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is enabled.

NOTE: You can perform the same operations regardless of whether job flow sheets are created using [Mailbox] or [Job Flow Sheets] on the [Setup Menu] screen.

Job Flow Operations	Unentered Users (General Users)			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	X	X	X
Display	X	X	X	X
Edit	X	X	X	X
Copy*	X	X	X	X
Delete	X	X	X	X
Select/Run	X	X	X	X
Link to Mailbox	X	X	X	X

Job Flow Operations	Entered Users				
	Generally Shared	Mailbox	Shared by Key Operators	Personal (own)	Personal (other)
Create	X	X	X	O	X
Display	X	X	O	O	X
Edit	X	X	X	O	X
Copy*	X	X	O	O	X
Delete	X	X	X	O	X
Select/Run	X	X	O	O	X
Link to Mailbox	X	X	O	O	X

Job Flow Operations	Key Operators			
	Generally Shared	Mailbox	Shared by Key Operators	Personal
Create	X	X	O	X
Display	O	O	O	O
Edit	O	O	O	O
Copy*	O	O	O	O
Delete	O	O	O	O
Select/Run	O	O	O	O
Link to Mailbox	O	O	O	O

O: Operation available

X: Operation not available

* The owner of a copied job flow sheet becomes a duplicate user.

Types of Mailboxes

The following three types of mailboxes can be used with the machine.

Generally Shared Mailbox

This is a mailbox created by a General User without using the Authentication feature. When the Authentication feature is not enabled, this mailbox is shared and its settings may be changed by all users.

When the Authentication feature is enabled, this mailbox can only be operated by a Key Operator.

Key Operator Shared Mailbox

The Key Operator Shared Mailbox is a mailbox created by a Key Operator.

When the Authentication feature is not enabled, this mailbox is shared by all users.

When the Authentication feature is enabled, this mailbox is shared by all Entered Users.

Only a Key Operator can change the settings.

To create a Key Operator Shared Mailbox, operate the machine as a Key Operator.

Personal Mailbox

This is a mailbox created by an Entered User using the Authentication feature.

Only the Entered User that created the mailbox can use it.

When the Authentication feature is not enabled, this mailbox can only be operated by a Key Operator.

The ways to operate mailboxes that can be used with the machine differ depending on whether the Authentication feature is enabled. The following explains the operations available.

- When the Authentication feature is not enabled
- When the Authentication feature is enabled

When the Authentication Feature is Not Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is not enabled.

Mailbox Operations		General Users			Key Operators		
		Generally Shared	Shared by Key Operators	Personal	Generally Shared	Shared by Key Operators	Personal
Create		O	X	X	X	O	X
Display		O	O	X	O	O	O
Delete		O	X	X	O	O	O
Change Settings		O	X	X	O	O	O
Display Document		O	O	X	O	O	O
Delete Document		O	O	X	O	O	O
Store Document ^{*1}		O	O	X	O	O	O
Print Document ^{*1}		O	O	X	O	O	O
Job Flow Sheet	Display	O	O	X	O	O	O
	Link	O	X	X	O	O	O
	Auto Run	O	O	X	O	O	O
	Manual Run	O	O	X	O	O	O

O: Operation available

X: Operation not available

^{*1}: When storing documents into, or retrieving documents from the mailbox, authentication is not applicable to the following operations.

- Confidential fax reception
- Confidential Internet Fax reception
- Retrieving documents that use scan driver or Mailbox Viewer

NOTE: When job flow sheets not available for operation, depending on changes made to the authentication status, are linked to a mailbox, you can still use them except for changing/copying them. If you release the link, the job flow sheet will no longer be displayed and will be disabled.

When the Authentication Feature is Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is enabled.

Mailbox Operations		Unentered Users (General Users)		
		Generally Shared	Shared by Key Operators	Personal
Create		X	X	X
Display		X	O ^{*2}	X
Delete		X	X	X
Change Settings		X	X	X
Display Document		X	O ^{*2}	X
Delete Document		X	O ^{*2}	X
Store Document ^{*1}		X	O ^{*2}	X
Print Document ^{*1}		X	O ^{*2}	X
Job Flow Sheet	Display	X	X ^{*3}	X
	Link	X	X	X
	Auto Run	X	X ^{*3}	X
	Manual Run	X	X ^{*3}	X

Mailbox Operations		Entered Users			
		Generally Shared	Shared by Key Operators	Personal (own)	Personal (other)
Create		X	X	O	X
Display		X	O	O	X
Delete		X	X	O	X
Change Settings		X	X	O	X
Display Document		X	O	O	X
Delete Document		X	O	O	X
Store Document ^{*1}		X	O	O	X
Print Document ^{*1}		X	O	O	X

Mailbox Operations		Entered Users			
		Generally Shared	Shared by Key Operators	Personal (own)	Personal (other)
Job Flow Sheet	Display	X	O	O	X
	Link	X	X	O	X
	Auto Run	X	O	O	X
	Manual Run	X	O	O	X

Mailbox Operations		Unentered Users		
		Generally Shared	Shared by Key Operators	Personal
Create		X	O	X
Display		O	O	O
Delete		O	O	O
Change Settings		O	O	O
Display Document		O	O	O
Delete Document		O	O	O
Store Document *1		O	O	O
Print Document *1		O	O	O
Job Flow Sheet	Display	O	O	O
	Link	O	O	O
	Auto Run	O	O	O
	Manual Run	O	O	O

O: Operation available

X: Operation not available

*1: When storing documents into, or retrieving documents from the mailbox, authentication is not applicable to the following operations.

- Confidential fax reception
- Confidential Internet Fax reception
- Retrieving documents that use scan driver or Mailbox Viewer2

*2: You can use them only when the mailbox operations is permitted in the Authentication feature settings of the Key Operator mode.

*3: You can perform display, auto run and manual run operations for job flow sheets linked to a mailbox.

NOTE: When job flow sheets not available for operation, depending on changes made to the authentication status, are linked to a mailbox, you can still use them except for changing/copying them. If you release the link, the job flow sheet will no longer be displayed and will be disabled.

Linking Job Flow Sheets to Mailboxes

The ways to link job flow sheets to mailboxes differ, depending on whether the Authentication feature is enabled. The following explains the relationships available.

- When the Authentication feature is not enabled
- When the Authentication feature is enabled

NOTE: When job flow sheets not available for operation, depending on changes made to the authentication status, are linked to a mailbox, you can still use them except for changing/copying them. If you release the link, the job flow sheet will no longer be displayed and will be disabled.

When the Authentication Feature is Not Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is not enabled.

Mailbox Operations	General Users			Key Operators		
	Generally Shared	Shared by Key Operators	Personal	Generally Shared	Shared by Key Operators	Personal
Mailbox	O	X	X	O	O	O
Generally Shared	O	X	X	O	O	O
Shared by Key Operators	O	X	X	O	O	O
Personal	X	X	X	O	O	O

O: Relationship available

X: Relationship not available

When the Authentication Feature is Enabled

The following table shows the relationship with the mailboxes for each user type when the Authentication feature is enabled.

Mailbox Operations	Unentered Users (General Users)		
	Generally Shared	Shared by Key Operators	Personal
Generally Shared	X	X	X
Shared by Key Operators	X	X	X
Personal (own)	X	X	X
Personal (other)	X	X	X

Mailbox Operations	Entered Users			
	Generally Shared	Shared by Key Operators	Personal (own)	Personal (other)
Generally Shared	X	X	X	X
Shared by Key Operators	X	X	O	X
Personal (own)	X	X	O	X
Personal (other)	X	X	X	X

Mailbox Operations	Key Operators		
	Generally Shared	Shared by Key Operators	Personal
Generally Shared	O	O	O
Shared by Key Operators	O	O	O
Personal (own)	O	O	O
Personal (other)	O	O	O

O: Relationship available

X: Relationship not available

Overview of Auditron Administration

This section is an overview of the Auditron Administration feature used with the machine.

Authentication and Auditron Administration

The Auditron Administration feature operates in conjunction with the Authentication feature.

Two types of authentication are used.

Direct Authentication

You can perform Auditron Administration using an Entered User.

Additionally, fax jobs from a computer can be received after being authenticated by referencing the account information (user ID, password and user name). The account information stored in the machine must also be set through the client fax driver.

For more information, refer to Fax Driver On-line Help.

Network Authentication

You can perform Auditron Administration using the user information managed by a remote account server.

This is for unified management of user information and Auditron Administration by multiple devices.

Manageable Features and Services

The following explains the features and services that you can manage using the Auditron Administration feature.

Features and Services that Can be Managed with Authentication

The features and services that can be managed using the Authentication feature vary depending on whether the user information is stored in the machine or in a remote account server.

- Direct Authentication
- Network Authentication

Direct Authentication

The features and services that can be managed using the Auditron Administration feature are as follows.

Services	Restricted Use		Total Usage Per Account
	Authentication	Account Limit ^{*1}	
Copy	O	O	O
Print	O	O	O
Charge Print	O	O	O
Scan	O	O	O
Fax, Internet Fax	O	X	O
Direct Fax	O	X	O
Report/List	X	X	X

O: Manageable

X: Not manageable

*1: This feature forbids any actions beyond the number of pages specified.

For more information on the setting methods, refer to *Create/Check User Accounts in the Setups chapter on page 256*.

Network Authentication

When you are using Network Authentication with the machine, Auditron Administration information is managed through a remote account server.

The features and services that can be managed using the Auditron Administration feature are as follows.

Services	Restricted Use		Total Usage Per Account
	Authentication	Account Limit ^{*1}	
Copy	O	X	X
Print	O	X	X
Charge Print	O	X	X
Scan	O	X	X
Fax, Internet Fax	O	X	X
Direct Fax	O	X	X
Report/List	X	X	X

O: Manageable

X: Not manageable

*1: This feature forbids any actions beyond the number of pages specified.

Jobs that Can be Managed for Each Service

The types of jobs you can manage using the Auditron Administration feature vary for print, scan, and fax services.

This section lists the items that can be managed for each service.

Print

The items you can manage for print jobs using the Auditron Administration feature are as follows.

Jobs		Authentication Required	User Type	Manageable Items
Regular Print	Print driver for the machine	Yes	Entered	Pages/sheets
	Other print drivers	— ^{*2}	Unentered	Pages/sheets
Secure Print	Store documents	Yes	—	—
	Print documents	No ^{*1}	Entered	Pages/sheets
Sample Print	Sample Print store/print documents	Yes	Entered	Pages/sheets
	Sample Print Print stored documents	No ^{*1}	Entered	Pages/sheets
Delayed Print	Store documents	Yes	—	—
	Print documents	No ^{*1}	Entered	Pages/sheets
Charge Print	Store documents	No	—	—
	Print documents	Yes	Entered	Pages/sheets
E-mail Print		— ^{*2}	Unentered	Pages/sheets

*1: Authentication unnecessary when printing because a print job is authenticated when received by the machine.

*2: Printing available only if [Non-account Print] is enabled in the CentreWare Internet Services.

Fax

The items you can manage for fax jobs using the Auditron Administration feature are as follows.

Jobs		Authentication Required	User/Document Type	Manageable Items
Send	Automatically	Yes	Entered	Sent faxes/pages, transmissions
	Manually	Yes	Entered	Sent faxes/pages, transmissions
Receive/ Print	Automatically	No	Incoming faxes	Receptions/pages, transmissions, printed pages/sheets
	Manually	No	Incoming faxes	Receptions/pages, transmissions, printed pages/sheets
Confidential Receive	Receiving confidential documents	No	Incoming faxes	Receptions/pages, transmissions
	Printing confidential documents	Yes ^{*1}	Entered	Printed pages/sheets
Polling	Storing documents for polling	Yes ^{*1}	—	—
	Automatic sending (confidential)	No	Unentered	Sent faxes/pages
	Printing polled documents	Yes	Entered	Polls/pages, transmissions, printed pages/sheets
	Printing documents for polling	Yes ^{*1}	Entered	Printed pages/sheets
Relay Broadcast	Receiving relayed documents	No	Incoming faxes	Receptions/pages, transmissions
	Relay broadcasting, printing	No	Relay broadcasting	Sent faxes/pages, transmissions, printed pages/sheets
Direct Fax		Yes	Entered	Sent faxes/pages, transmissions
Internet Fax Send		Yes	Entered	Sent Internet Faxes/ pages

Jobs		Authentication Required	User/Document Type	Manageable Items
Internet Fax Receive/Print	Printing received documents automatically	No	Incoming Internet Fax	Receptions/pages, printed pages/sheets
	Automatic confidential receiving	No	Incoming Internet Fax	Receptions/pages
	Printing confidential documents	Yes ^{*1}	Entered	Printed pages/sheets
Forward Internet Fax Documents	Receiving relayed Internet Fax documents	No	Incoming Internet Fax	Receptions/pages
	Automatic fax forwarding	No	Incoming Internet Fax, forwarded faxes	Sent faxes/pages, transmissions

*1: If [Print Service] on the [Auditron Mode] screen is set to [Off] in the Key Operator mode, no authentication is required to access mailboxes shared by Key Operators, and the machine will print the job as unauthenticated.

When using the Authentication and Auditron Administration features for fax jobs, note the following.

- Sending documents from different user accounts to the same destination will not be counted as combined sending.
- The communication rate is calculated using the machine's built-in timer. Accordingly, the fees calculated may be slightly different from those calculated by the telephone company.
- When you receive faxes divided into pages, the machine counts the page numbers received instead of the page numbers printed.
- Fax jobs are not counted in the following cases.
 - When dialing a fax number using the numeric keypad on the control panel or the On-hook feature.
 - When using a speed dial code in which the billing information is not registered.
 - When a phone conversation took place, including the one before a transmission.

Scan

The items you can manage for scan jobs using the Auditron Administration feature are as follows.

Services	Authentication Required	User Type	Manageable Items
E-mail	Yes	Entered	Scanned pages, sent pages
Scan to Mailbox	Yes	Entered	Scanned pages, stored pages
Scan to FTP/SMB	Yes	Entered	Scanned pages, uploaded pages
Network Scanning	Yes	Entered	Scanned pages, sent pages

15 Maintenance

There will be times when the machine will require maintenance tasks to be carried out. Information contained in this chapter will assist with these tasks.

Ordering Supplies

A variety of supplies, such as a drum/toner cartridge, cleaning solvents, editing markers, and staples are available for the machine.

To obtain supplies, contact the local Xerox office, giving the company name, the product number and its serial number.

Use the space below to record the telephone number.

Supplies Telephone Number:

NOTE: If you are not using the drum/toner cartridge recommended by our company, the performance of the machine may not be at its optimum level. Use the drum/toner cartridge recommended for this product.

Cleaning the Machine

Proper maintenance is important for the smooth operation of any equipment.

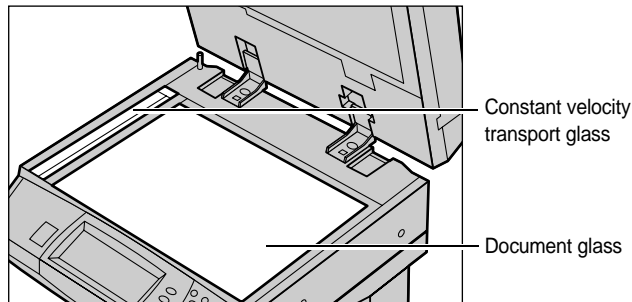
NOTE: When cleaning the machine, do not use organic or strong chemical solvents or aerosol cleaners. Do not pour fluids directly onto any area. Avoid supplies that are not specifically listed as approved in this documentation; they can cause poor performance and create a dangerous situation. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

NOTE: Do not remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with the machine.

The Document Glass and Constant Velocity Transport Glass

To ensure optimum print quality at all times, clean the document glass and constant velocity transport glass monthly, or more often if needed. This helps avoid streaks, smears and other marks on the printed output.

1. To clean the glass areas, use a lint-free cloth, lightly dampened with water or Xerox Lens and Mirror Cleaner.
2. Clean the white tabs, located on the under side of the document glass cover and in the document feeder, to remove dry ink smudges and other marks.



The Control Panel and Touch Screen

Regular cleaning keeps the touch screen and control panel free from dust and dirt. To remove finger prints and smudges, clean the control panel and touch screen with a soft, lint-free cloth, slightly moistened with water.

NOTE: The machine should be switched off before cleaning the control panel to prevent unintended operation.

The Document Feeder and Output Trays

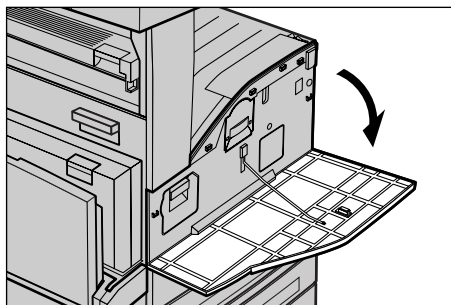
Use a cloth moistened with water to clean the document feeder, output trays, paper trays and the outside areas of the machine.

Replacing the Drum Cartridge

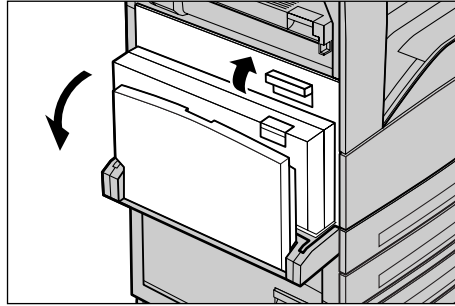
The drum cartridge is a customer replaceable unit. After approximately 60,000 copies/prints, the machine will display a warning message before the drum reaches the end of life. Order a replacement cartridge now to insure continuous operation.

Removing the Old Drum Cartridge

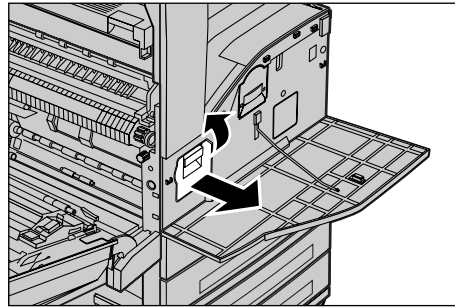
1. Pull the front cover towards you to open it.



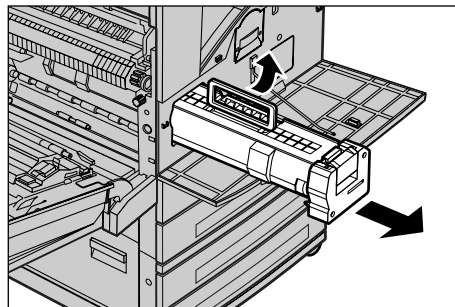
2. Open the bypass tray, and then open Cover A while lifting up the release lever.



3. Lift up the colored lever, and slide the drum cartridge out until you can lift the handle on top of the cartridge.



4. Hold the handle and remove the cartridge from the machine.



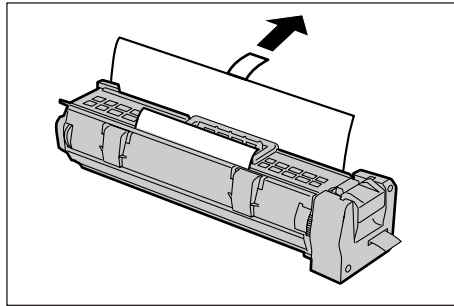
NOTE: When replacing the drum cartridge, make sure that the new cartridge is the correct one specified for the machine.

Recycling the Drum Cartridge

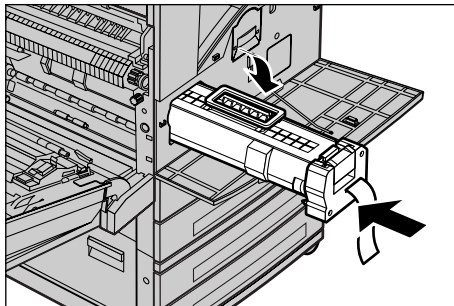
The drum cartridge is designed to be re-manufactured. To recycle used drum cartridges, return them to Xerox in the original packaging. Return labels are included with each new cartridge.

Inserting the New Drum Cartridge

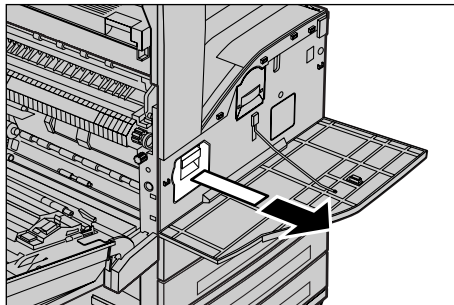
1. Remove the new drum cartridge from the box.
2. Carefully remove the protective sheet from the cartridge by picking the sealing tape up.



3. Place the cartridge in position as shown and slide it into the machine until it clicks.

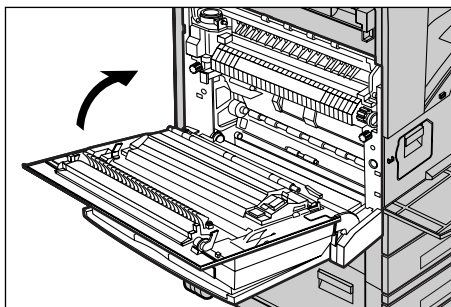


4. Pull out the cartridge tape straight without breaking it.

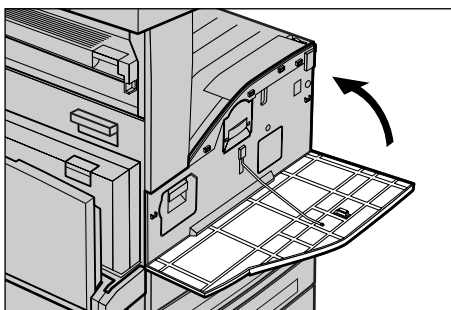


5. Push the cartridge again to ensure it is positioned correctly.

6. Close the Cover A until it latches, and then close the bypass tray.



7. Close the front cover.



Replacing the Toner Cartridge

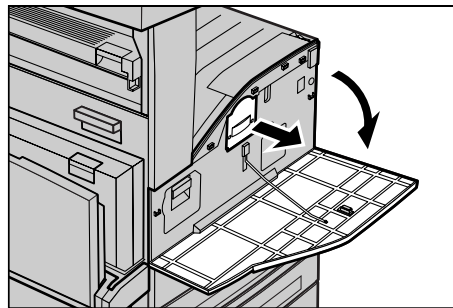
The toner cartridge is a customer replaceable unit. After approximately 30,000 copies/prints, the touch screen will display a message that it is time to replace the cartridge.

When ordering a new cartridge, use the following table to determine the correct reorder code for your machine.

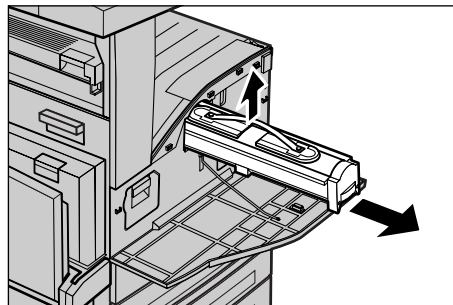
Country	Part Number	Comments
North & South America	6R1184	
Europe, Asia & Africa	6R1183	
All Countries	6R1182	Only for selected Xerox maintenance agreements

Removing the Old Toner Cartridge

1. Pull the front cover towards you to open it.
2. Pull the toner cartridge out until you can lift the handle on top of the cartridge.



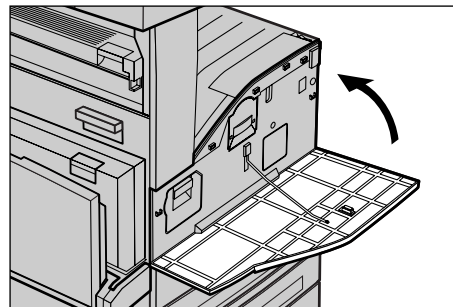
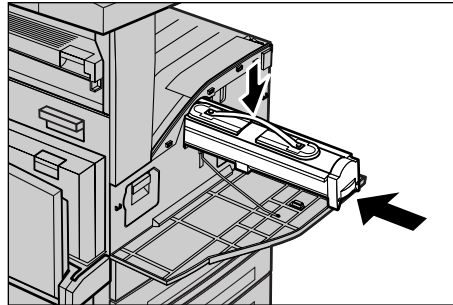
3. Hold the handle and remove the cartridge from the machine.



NOTE: Hold the empty cartridge away from you to avoid spilling any toner residue.

Inserting the New Toner Cartridge

1. Remove the new toner cartridge from the box. Before removing it from its bag, vigorously shake the cartridge from side to side.
2. Place the cartridge in position as shown and slide it into the machine until it clicks.
3. Close the front cover.

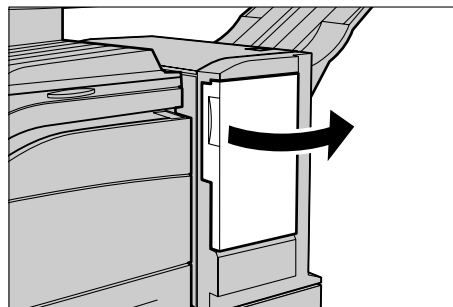


Loading Staples

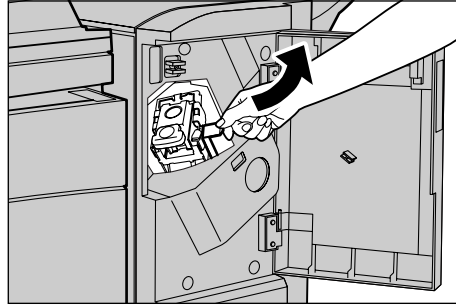
The finisher contains an automatic stapler. The stapler cartridge contains 5,000 staples. When the machine runs out of the staples, a message is displayed on the touch screen. When this message is displayed, load a new staple case into the staple cartridge by following the steps below.

NOTE: Load the correct staple case specified for the product model of the machine.

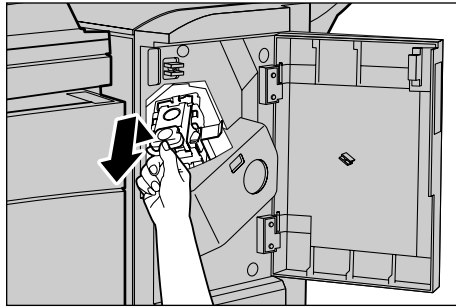
1. Open the front cover of the finisher.



2. Hold the staple cartridge by its lever as shown in the diagram, and move the staple cartridge to the right towards you.

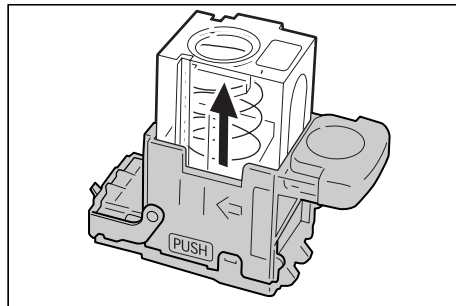
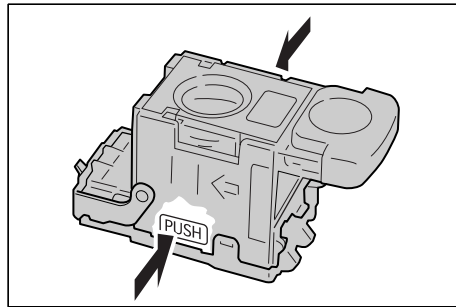


3. Lift up to remove the staple cartridge.

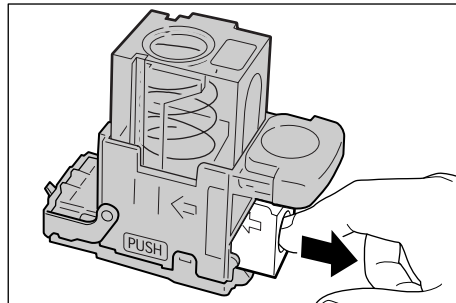


4. Press in both sides of the staple cartridge marked PUSH so that the cartridge case will rise up.

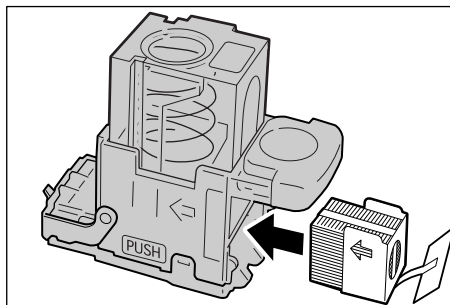
NOTE: If there are still staples inside the staple case, the case will not rise up.



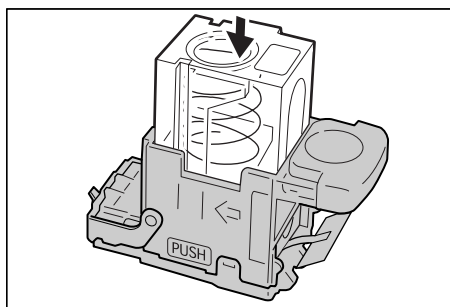
5. Insert your fingertip into the round section on the cartridge to remove the staple case.



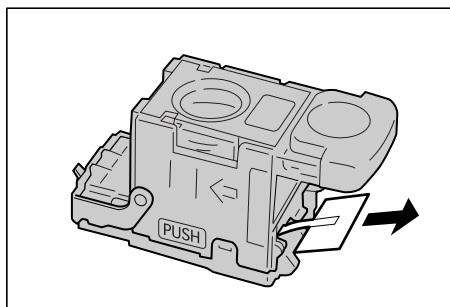
- 6.** Push a new staple case into the staple cartridge.



- 7.** Push the top of the staple cartridge down as shown in the diagram.



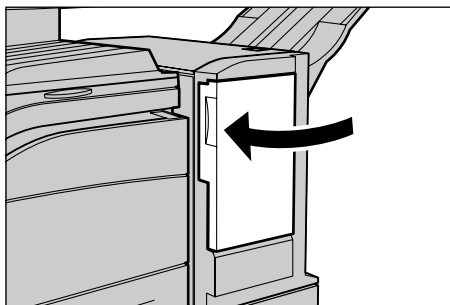
- 8.** Remove the tab from the new staple case as shown in the diagram.



- 9.** Return the staple cartridge to its original position and push in until it clicks into place.



- 10.** Close the front cover of the Finisher.



16 Problem Solving

The machine has built-in information to identify and manage error messages and problems. It also contains troubleshooting steps to help resolve problems.

Refer to the information contained in this chapter to resolve any troubleshooting issues.

Fault Clearance Procedure

If a fault or problem occurs, there are several ways in which you can identify the type of fault. Once a fault or problem is identified, establish the probable cause, and then apply the appropriate solution.

- If a fault occurs, first refer to the screen messages and animated graphics and clear the fault in the order specified.
- If the problem is not solved by following the screen messages and graphics, refer to *Troubleshooting Tables on page 321* and apply the appropriate solution as described.
- Also refer to the fault codes displayed on the touch screen in the Machine Status mode. Refer to *Fault Codes on page 325* for an explanation of some of the fault codes and corresponding corrective actions.
- Alternatively, contact the Key Operator for assistance.
- In some cases, it may be necessary to switch the machine off and then on. Refer to *Power On/Off in the Product Overview chapter on page 36*.

NOTE: Failure to leave at least 20 seconds between a power off and a power on can result in damage to the additional hard disk of the machine.

- If the problem persists, or a message indicates that you should call for service, refer to *Xerox Welcome Center on page 335*.

NOTE: If fax jobs are queued in the machine not equipped with the hard disk and a loss of power occurs, the machine will print a Power Off Report when the machine is switched on. This will show a list of the fax jobs lost.

Paper Jams

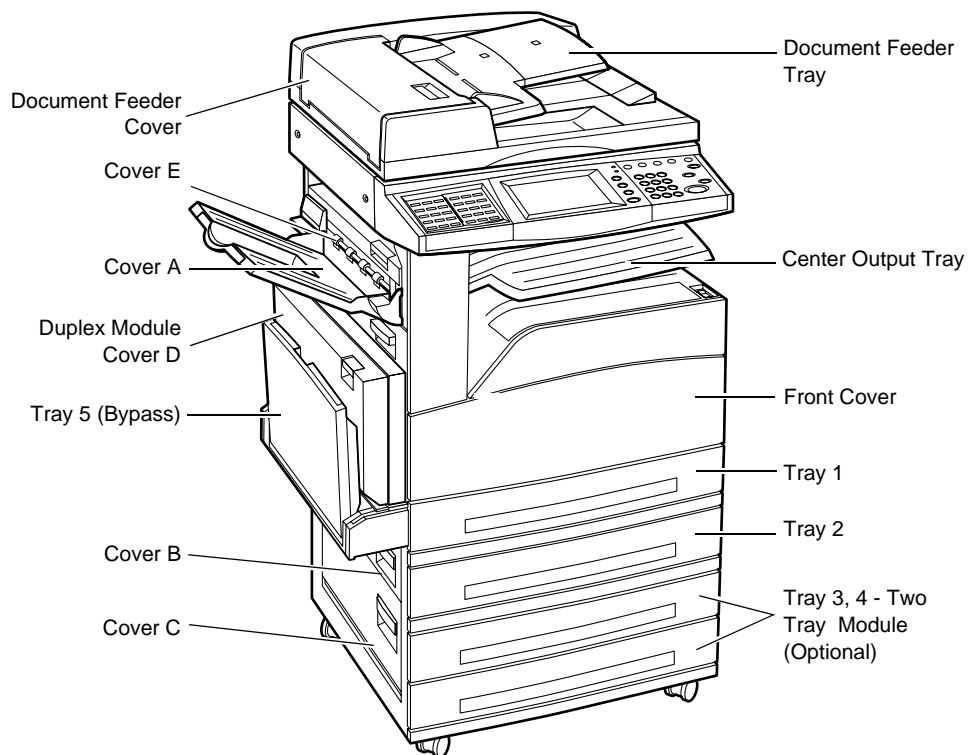
When paper jams inside the machine, the machine stops the operation and beeps, and a message is displayed on the touch screen. Follow the instructions displayed and remove the jammed paper.

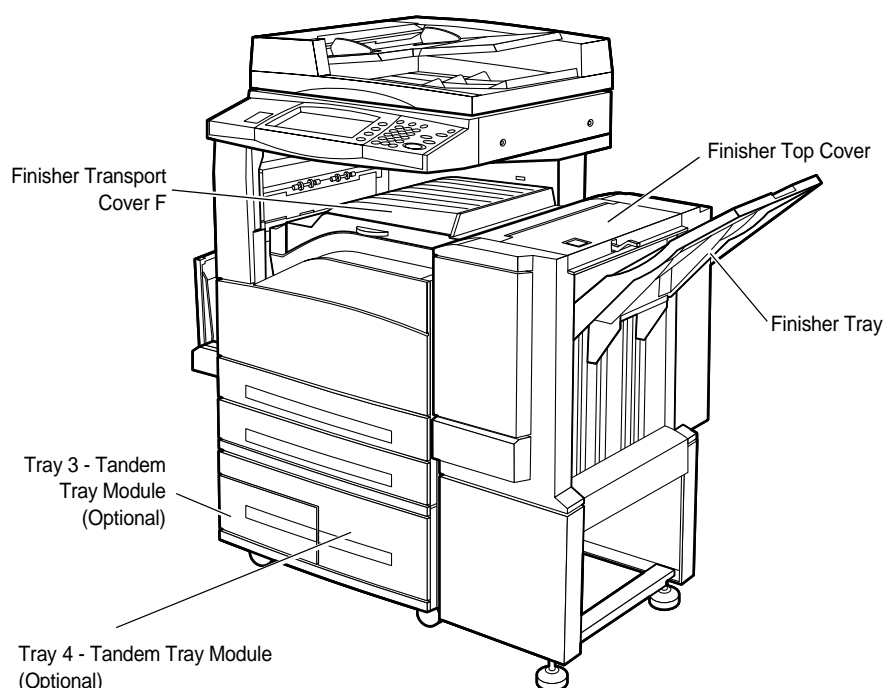
Gently remove the paper taking care not to tear it. If paper is torn while it is being removed from the machine, remove all the torn pieces making sure that none remain inside. If a paper jam message is displayed again, paper is probably jammed at another location. Clear this by following the message on the display.

When you have finished clearing a paper jam, printing automatically resumes from the point before the paper jam occurred.

NOTE: When removing jammed paper, make sure that no bits of paper are left in the machine, since they could cause more jams or even fire. If a piece of paper is stuck in a hidden area or wrapped around the fuser unit or rollers, do not remove it forcefully; you could get injured or burned. Switch off the machine immediately, and contact the Xerox Welcome Center.

This section describes how to clear paper jams in the following locations.





Paper Jams in Cover A – page 314

Paper Jams in Cover B – page 315

Paper Jams in Cover C – page 316

Paper Jams in Cover E – page 316

Paper Jams in Trays 1, 2, and 3, 4 (Optional) – page 317

Paper Jams in the Tandem Tray Module (Optional) – page 317

Paper Jams in Tray 5 (Bypass) – page 318

Paper Jams in the Duplex Module Cover D (Optional) – page 318

Paper Jams in the Finisher (Optional) – page 319

Media jams happen for a variety of reasons. Check the guidelines below to reduce potential jams in the machine.

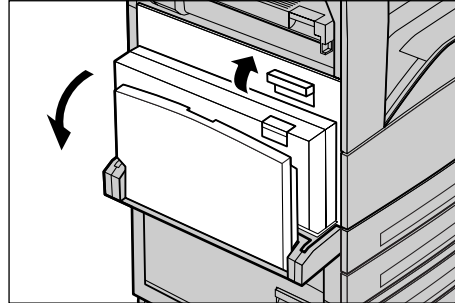
- Use only recommended media. Refer to *Supported Paper Sizes in the Paper and Other Media chapter on page 183* and *Machine Specifications in the Specifications chapter on page 337* for a list of recommended media types.
- Protect unused media by storing it in its wrapper, on a flat surface.
- The orientation of the media in the paper tray must match the orientation of the documents.
- Check the maximum fill line in the tray to make sure the paper tray is not overloaded.
- Do not use media that is torn, wrinkled, or folded.

Paper Jams in Cover A

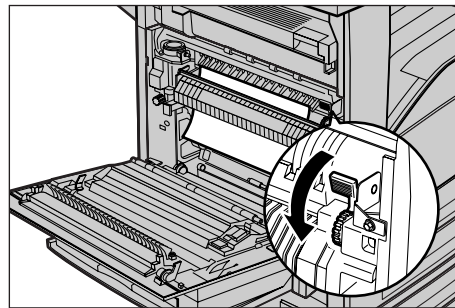
Follow the steps below to clear paper jams in Cover A using green levers A1 and A2. Follow the messages on the touch screen and remove jammed paper from the specified location.

Green Lever A1

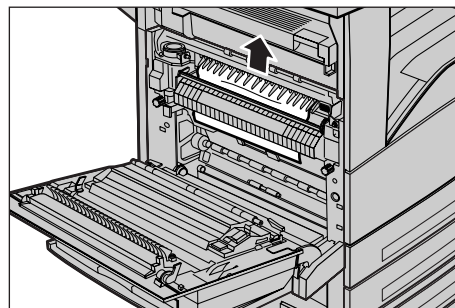
1. Open the bypass tray, and then open Cover A while lifting up the release lever.



2. If the jammed paper is inside the fuser unit, rotate the green lever A1 in the direction of the arrow to feed the paper from the top of the fuser unit.

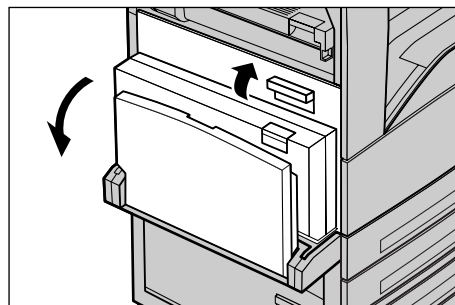


3. Pull out the paper from the machine in the direction of the arrow.
4. Close the Cover A until it latches, and then close the bypass tray.

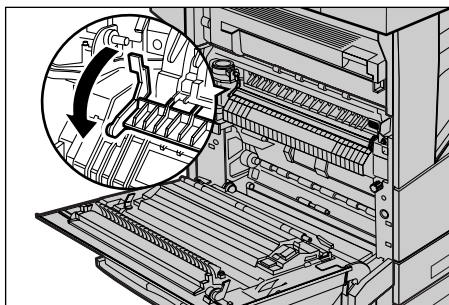


Green Lever A2

1. Open the bypass tray, and then open Cover A while lifting up the release lever.



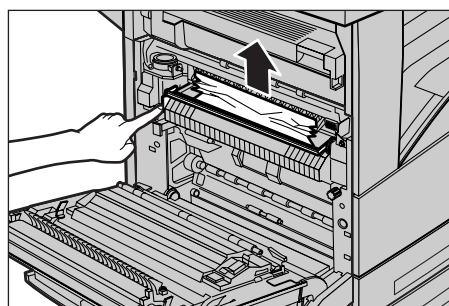
2. If the jammed paper is inside the fuser unit, lower the green lever A2 in the direction of the arrow to open the fuser unit cover.



3. If the jammed paper is found in the fuser unit, hold the green lever and carefully remove the paper from the machine.

NOTE: Do not touch the fuser unit because it may be hot.

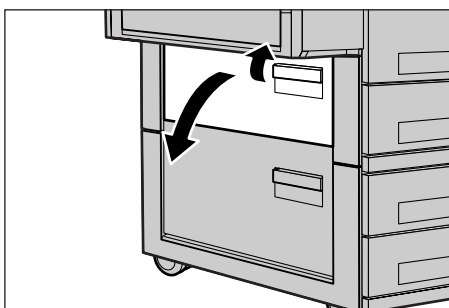
4. Close the Cover A until it latches, and then close the bypass tray.



Paper Jams in Cover B

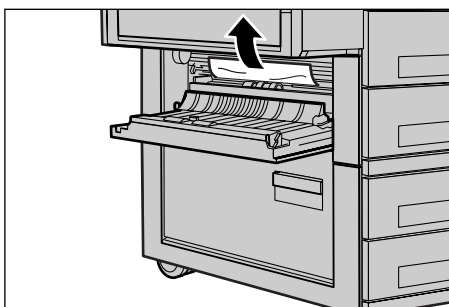
Follow the steps below to rectify paper jams in Cover B.

1. Open Cover B while lifting up the release lever.



2. Remove the jammed paper.
3. Close the Cover B until it latches.

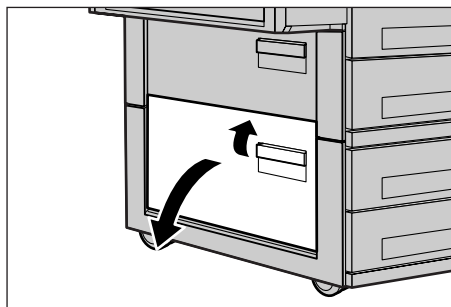
NOTE: Firmly press the center of the cover to close it.



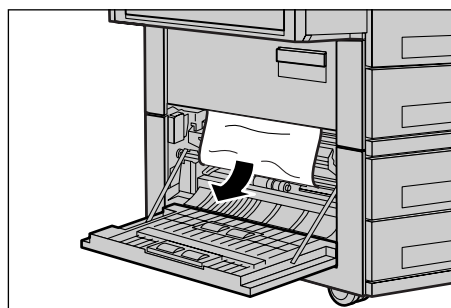
Paper Jams in Cover C

Follow the steps below to clear paper jams in Cover C.

1. Open Cover C while lifting up the release lever.



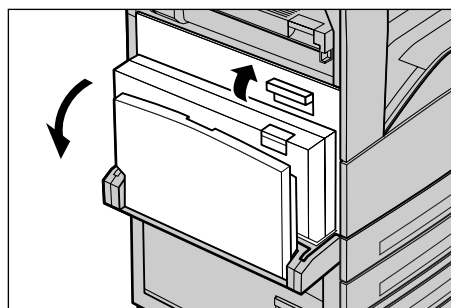
2. Remove the jammed paper.
3. Close the Cover C until it latches.



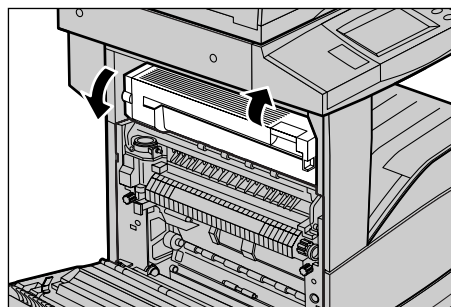
Paper Jams in Cover E

Follow the steps below to clear paper jams in Cover E.

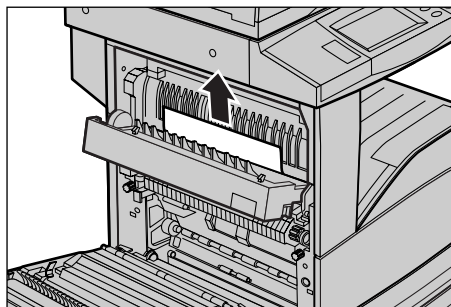
1. Open the bypass tray, and then open Cover A while lifting up the release lever.



2. Lift up the handle to open Cover E.



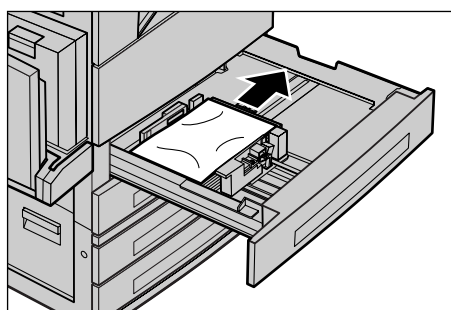
3. Remove the jammed paper.
4. Close the Cover E.
5. Close the Cover A until it latches, and then close the bypass tray.



Paper Jams in Trays 1, 2, and 3, 4 (Optional)

Follow the steps below to clear paper jams in Trays 1 to 4 of the machine.

1. Pull out Tray 1, 2, 3, or 4.
2. Remove the jammed paper.
3. Close the paper tray.

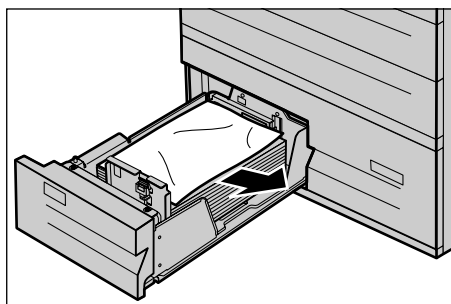


Paper Jams in the Tandem Tray Module (Optional)

Follow the steps below to clear paper jams in the Tandem Tray Module.

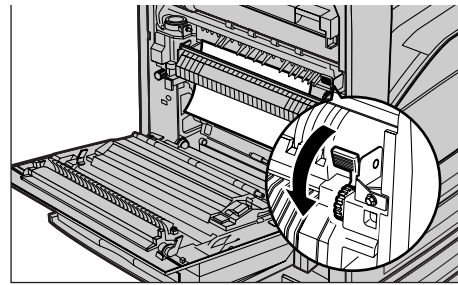
In Tray 3

1. Pull out Tray 3 of the Tandem Tray Module.
2. Remove the jammed paper.
3. Close the Tray 3.

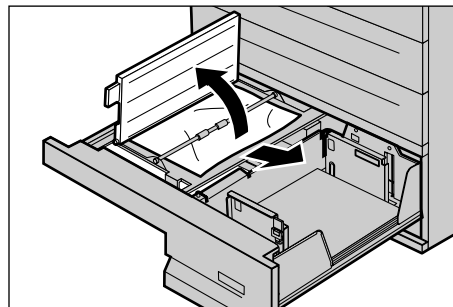


In Tray 4

1. Pull out Tray 4 of the Tandem Tray Module
2. Remove the jammed paper.



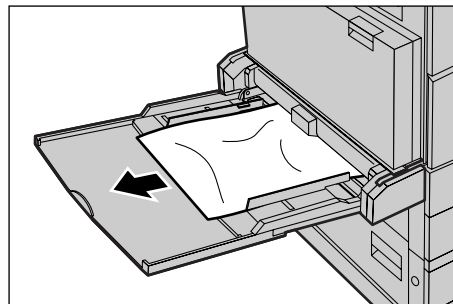
3. If paper is jammed underneath the inner cover, open the cover and remove the paper.
4. Close the Tray 4.



Paper Jams in Tray 5 (Bypass)

Follow the steps below to clear paper jams in the bypass tray.

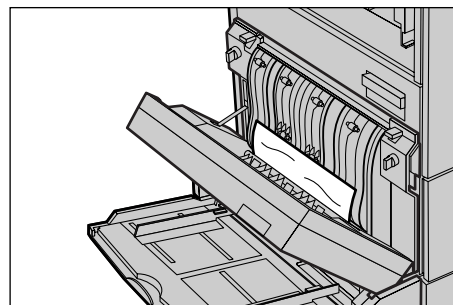
1. Remove the jammed paper in the bypass tray.



Paper Jams in the Duplex Module Cover D (Optional)

Follow the steps below to clear paper jams in the Duplex Module.

1. Open the bypass tray.
2. Open the Duplex Module Cover D while lifting up the release lever.
3. Remove the jammed paper inside the Duplex Module.
4. Close the Duplex Module Cover D until it latches.



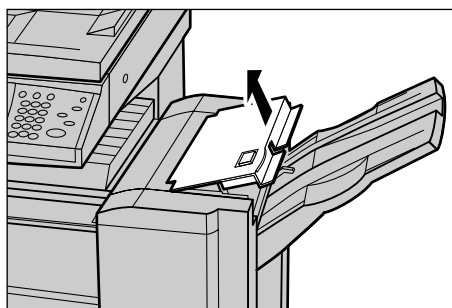
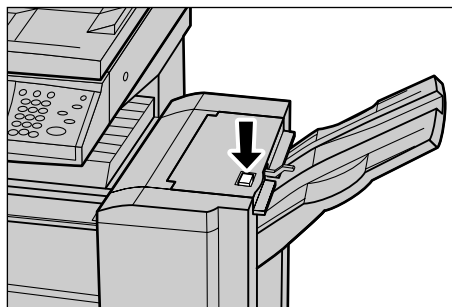
5. Close the bypass tray.

Paper Jams in the Finisher (Optional)

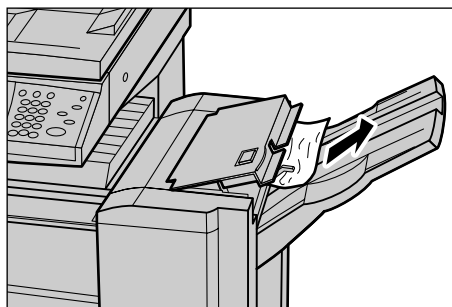
Follow the steps below to clear paper jams in the Finisher Top Cover and Transport Cover F.

In Finisher Top Cover

1. Press the button on the Finisher Top Cover to open it.

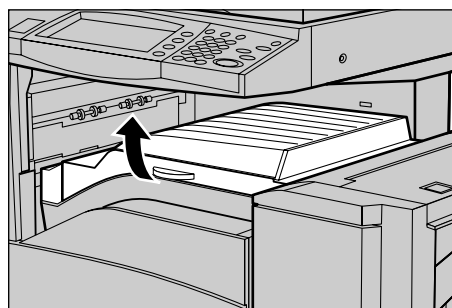


2. Remove the jammed paper.
3. Close the Finisher Top Cover.

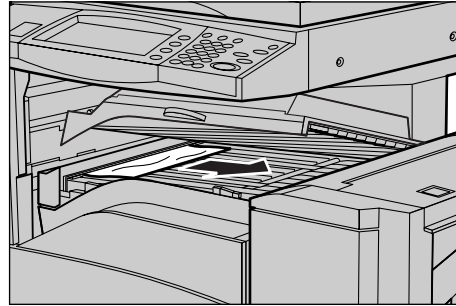


In Finisher Transport Cover F

1. Open the Finisher Transport Cover F.



2. Remove the jammed paper.
3. Close the Finisher Transport Cover F.

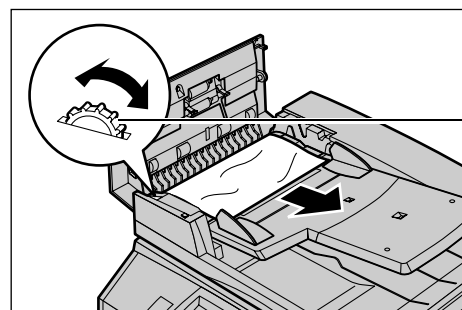


Document Jams

If a document jams in the document feeder, the machine stops, and an error message is displayed on the touch screen. Clear the document jam according to the instructions displayed, and then reload the document in the document feeder.

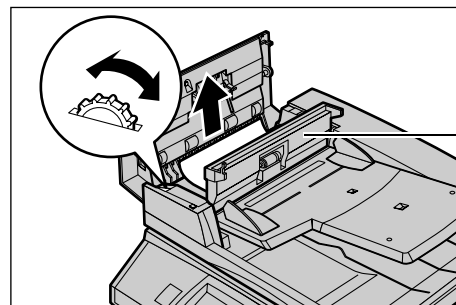
Follow the steps below to clear document jams in the document feeder.

1. Open the document feeder cover, and then remove the jammed document. If prompted on the touch screen, turn the green wheel to feed the jammed document out of the document feeder.



Green Wheel

2. If a double-sided document is jammed underneath the inner cover, open it and turn the green wheel to remove the document.
3. Close the inner cover, and then the document feeder cover.



Inner Cover

Troubleshooting Tables

If you are experiencing difficulties using the machine, check the suggestions in the following tables for advice. If this does not remedy the problem, refer to *Fault Clearance Procedure* on page 311.

Symptom	Recommendation
The machine will not power on.	<ul style="list-style-type: none"> • Check the power cord. • Check that the power switch is in the ON position. • Check that the RESET button on the back of the machine is not in the tripped (popped up) position. Push the button to reset. • Check that the AC outlet is supplying voltage. Connect another appliance to the outlet to verify the voltage supply.
The document will not feed through the document feeder.	<ul style="list-style-type: none"> • Check that the document feeder is not overloaded. The document feeder can hold a maximum of 50 sheets. • Check that the document is fully inserted into the document feeder.
The machine does not display the Tandem Tray Module (or one of the paper trays) as one of the Paper Supply selections.	<ul style="list-style-type: none"> • Check that no paper trays are open. If a tray is ajar, the machine cannot sense its connection. • Open and close each paper tray and the Tandem Tray Module. If this does not rectify the problem, then power the machine off and then on.
The machine does not display the Finisher/Stapler option.	<ul style="list-style-type: none"> • Check that the cables from the finisher are securely connected to the machine. • Slide the Finisher into its correct position. • The machine configures itself when additional options are attached.
The machine does not accept documents into memory.	<ul style="list-style-type: none"> • Check with the Key Operator about available memory. • If the memory is almost full, print and delete unnecessary files.
The machine displays a memory full error message.	<ul style="list-style-type: none"> • Check with the Key Operator about available memory. • Divide the remaining pages of the job into several small jobs and run the job again.

Symptom	Recommendation
The machine displays a tray fault.	<ul style="list-style-type: none"> Follow the steps below. 1. Open the paper tray. 2. Move the paper tray guides away from the paper. 3. Move the paper tray guides against the paper so that they are just touching the paper. 4. Power the machine off and then on.
Deformed transparencies	<ul style="list-style-type: none"> Check that [Transparency] is selected in [Paper Type]. The machine automatically adjusts for different types of media. Transparencies tolerate less heat than paper.
Blank output	<ul style="list-style-type: none"> Check that the document is loaded face up in the document feeder. If the drum cartridge is new, the toner may not be dispensed. Repeat the job. Check that the seal tape has been removed from the new drum cartridge. Reinstall the drum cartridge and the toner cartridge. Replace the drum cartridge. Replace the toner cartridge if the screen message for replacement is displayed.
Streaks, solid or dotted lines, or spots	<ul style="list-style-type: none"> Clean the document glass, the CVT glass, the areas under the platen cover, the document feeder, and the paper guides. If the machine has been idle for an extended period of time, or if the toner or drum cartridge is new, begin the job again. Run the job using the document glass. Reinstall the drum cartridge. Check the quality of the document. Use [Border Erase] to remove lines and marks from the edges of the document. Load fresh paper. Check the humidity of the machine location.
Output is too light or too dark.	<ul style="list-style-type: none"> Load fresh paper. Check the quality of the document. Select [Lighten/Darken] on the touch screen. Run off more prints until the copy quality improves. Replace the drum cartridge.

Symptom	Recommendation
Uneven print	<ul style="list-style-type: none"> • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Blurred images	<ul style="list-style-type: none"> • Load fresh paper. • Replace the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Missing characters	<ul style="list-style-type: none"> • Load fresh paper. • Reinstall the drum cartridge. • Replace the toner cartridge if the screen message for replacement is displayed.
Gloss variations (coining)	<ul style="list-style-type: none"> • Check the quality of the documents. • If the document has large areas of solid density, adjust the contrast.
Light copies when scanning glossy, shiny, or coated documents through the document feeder	<ul style="list-style-type: none"> • Use the document glass instead of the document feeder.
Ghosting	<ul style="list-style-type: none"> • Check the quality of the documents. • If transparencies are used, select [Transparency] in [Paper Type]. The machine automatically adjusts the quality for transparencies. • Feed the document SEF. • Replace the drum cartridge.
Washout	<ul style="list-style-type: none"> • Check the quality of the documents. • If the image is lighter near the borders, select a darker image quality setting on the touch screen. • Replace the drum cartridge.
Solid density variations	<ul style="list-style-type: none"> • Check the quality of the documents. • Select [Lighten/Darken] on the touch screen. • Replace the drum cartridge.
Image loss	<ul style="list-style-type: none"> • When copying a document from a larger paper size to a smaller size, reduce the image to fit onto the smaller paper size. • If you are using A4 (210 × 297 mm/8.5 × 11.0 inches) paper, set a slightly smaller document size (for example, copy 90% instead of 100%), or select [Copy All] on the [Reduce/Enlarge] screen. • Select [Auto Center] in [Margin Shift].
Output does not reflect the selections made on the touch screen.	<ul style="list-style-type: none"> • Select [Save] after each selection on the touch screen, if one exists.

Symptom	Recommendation
The Finisher does not stack output correctly.	<ul style="list-style-type: none">• Check that the paper tray guides are locked into position against the paper.
Pages in the set are not stapled.	<ul style="list-style-type: none">• Check that the paper tray guides are locked into position against the paper.
Paper delivered to an output tray is not properly stacked up.	<ul style="list-style-type: none">• Flip over the paper stack in the paper tray, or rotate it head to toe.
Paper curls.	<ul style="list-style-type: none">• Check that the paper is loaded correctly. Load paper in Trays 1, 2, 3 and 4 seam side up.• Load paper in the Tandem Tray Module and bypass tray seam side down.• Load custom media in the bypass tray.• Refer to <i>the Paper and Other Media chapter</i> for procedures.
Cannot store a document for secure polling due to full memory.	<ul style="list-style-type: none">• Cancel the operation and try again later when additional memory is available.

Fault Codes

When a fault occurs, the touch screen displays a message on how to clear the fault.

Some faults indicate customer maintenance, while others require the attention of the Key Operator and/or System Administrator. The following table represents some of the fault codes and their corresponding corrective actions. These may appear in the Print Queue or Faults List available in the Machine Status mode.

Code	Description and Remedy
002-770	The job template could not be processed due to insufficient disk space. Delete unnecessary data from the disk.
003-750	No document was saved for the double-sided Booklet Creation feature. Check the setting of the double-sided Booklet Creation feature.
003-751 016-712	The specified document area is too small. Select a greater resolution or a larger scan area.
003-753	The selected resolution was too large for scanning mixed size originals using the document feeder. Select 200 dpi or lower to scan the document.
003-760	Incompatible features are selected on the [Scan Options] screen. Check the selected options.
003-761	The paper size in the tray selected by auto tray switching, differs from the paper size in the tray selected at the tray selection. Either change the paper size for the tray, or change the paper type priority setting.
003-780	Compression of scanned data was unsuccessful. Lower the resolution or reduction/enlargement ratio to reduce the data size, or send the document in smaller chunks.
003-795	The reduction/enlargement ratio exceeds the setting range when the scanned document is enlarged/reduced to the specified paper size. Directly enter the reduction/enlargement ratio, or change the paper size.
003-972	The number of scanned pages exceeds the impression limit set for the service. Consult the Key Operator for the impression limit.
003-973	The direction of the set document does not match the direction of paper in the selected tray. Start the job as it is, or cancel the job and select the correct setting.
003-970 003-976 016-981	An error occurred because the document size exceeds the scanning area of the machine. Change the document size or divide and send the document in smaller chunks.
003-977	The document size differs from the one set previously for the Bound Originals/Booklet Creation/Poster feature. Set the correct size of document and restart the job.
003-980	The staple position is not correct. Check the document orientation and staple position, and select the correct settings or cancel the staple feature.

Code	Description and Remedy
003-981	Stapling mixed size documents is available only for documents with the same width. Cancel the staple feature or reset the documents with the same width.
005-275 005-280 005-283 005-284 005-285 005-286	An error occurred in the document feeder. Contact the Xerox Welcome Center.
012-211 012-212 012-221 012-223 012-224 012-260 012-263 012-282 012-283 012-284 012-285 012-291 012-293 012-294 012-295 012-296	An error occurred in the finisher. Contact the Xerox Welcome Center.
016-210 016-211 016-212 016-213 016-214 016-215	An error occurred on the software option settings. Contact the Xerox Welcome Center.
016-450	The SMB host name has been set twice. Change the host name.
016-454	Could not acquire the IP address from DNS. Check the DNS settings and IP address acquisition method setting.
016-503	Could not determine the name of the SMTP server when e-mail was transmitted. Check if the SMTP server is set correctly. Also, check that the DNS server is set correctly.
016-504	Could not determine the name of the POP3 server when e-mail was transmitted. Check if the POP3 server is set correctly. Also, check that the DNS server is set correctly.
016-505	Could not log in to the POP3 server when transmitting e-mail. Check if the user name and password used for the POP3 server are set correctly.

Code	Description and Remedy
016-702	PCL print data could not be processed as there was insufficient space in the print page buffer. Take one of the following actions. <ul style="list-style-type: none"> • Lower the resolution in the print driver. • Increase the size of the print page buffer. • Add memory.
016-703	An e-mail specifying a non-registered or invalid mailbox number was received. Take one of the following actions. <ul style="list-style-type: none"> • Register the mailbox with the specified number. • Send an e-mail to a valid mailbox.
016-704	The hard disk ran out of space because the mailboxes are full. Delete unnecessary documents from the mailboxes.
016-705	The document could not be saved for Secure Print because the optional hard disk is not installed. The hard disk is required to use the Secure Print feature.
016-706	The hard disk ran out of space because the maximum number of users for secure printing was exceeded. Delete unnecessary documents or users registered for the Secure Print feature.
016-707	Sample prints cannot be made because the hard disk is malfunctioning. Contact the Xerox Welcome Center.
016-708	[Annotation] cannot be made because the hard disk is malfunctioning. Delete unnecessary documents from the disk.
016-710	Delayed prints cannot be made because the hard disk is malfunctioning. Contact the Xerox Welcome Center.
016-711 016-985	The e-mail size exceeds the maximum value allowed. Try one of the following procedures and resend the e-mail. <ul style="list-style-type: none"> • Reduce the number of pages in the document. • Lower the resolution in [Scan Resolution]. • Reduce the document size using [Reduce/Enlarge]. • Increase the maximum value in [Maximum E-mail Size] using the Key Operator access.
016-716	The TIFF file could not be spooled as the size of the file exceeded the remaining space on disk. Increase the size of the PCL form area.
016-721	An error occurred while printing a job. The Auto Tray Switching feature was enabled when [Auto Paper Off] is selected for all paper trays on the [Paper Type Priority] screen. When the Auto Tray Switching feature is enabled, select a paper type other than [Auto Paper Off] on the [Paper Type Priority] screen.
016-728	The TIFF file contains unsupported tags. Check the print data.
016-729	The TIFF file could not be printed as the number of colors and resolution of the TIFF file exceeded the limit. Change the number of colors and resolution of the TIFF file, and instruct it to print again.
016-731	Printing of the TIFF data stopped midway. Instruct it to print again.

Code	Description and Remedy
016-732	The form specified in the emulation setting is not registered in the host computer. Resend the form data.
016-735	An attempt was made to print a job template while it was being updated. Wait a while, and then instruct it to print again.
016-748	Printing is not possible due to insufficient disk space. Reduce the number of pages in print data, for example by dividing the print data or printing one copy at a time when making multiple copies.
016-749	A PjL command syntax error occurred. Check the print settings, or correct the PjL command.
016-756	The use of the service is restricted. Contact the Key Operator.
016-757	A wrong password was entered. Enter the correct password.
016-758	The account is not authorized for copying. Contact the Key Operator.
016-759	The maximum number of copies has been reached. Contact the Key Operator.
016-760	An error occurred during PostScript processing. Take one of the following actions. <ul style="list-style-type: none"> • Set for optimized speed in the print driver. • Increase the size of the print page buffer. • Increase PostScript memory.
016-761	An error occurred during image processing. Set for optimized speed in the print driver and instruct the machine to print again. If this does not rectify printing, set for highest compatibility to ensure printing and try again.
016-762	A print language not supported on the machine was specified. Specify the print language in [Print Mode] under [Port Settings].
016-764	Could not connect to the SMTP server. Contact the System Administrator.
016-765	Could not send e-mail as the disk on the SMTP server was full. Contact the System Administrator.
016-766	An error occurred on the SMTP server. Contact the System Administrator.
016-767	Could not send e-mail as the e-mail address was wrong. Verify that the e-mail address is correct, and try sending the e-mail again.
016-768	Could not connect to the SMTP server as the e-mail address of the machine was incorrect. Check the e-mail address of the machine.
016-769	The SMTP server does not support delivery confirmation (DSN). Send e-mail without setting confirmation.
016-771 016-772	Could not acquire the scan data repository address by CentreWare Scan Services. Specify the correct DNS address. Alternatively, set the address of the scan data repository as an IP address.
016-773	The IP address of the machine is not set correctly. Check the DHCP environment. Alternatively, manually specify an IP address of the machine.

Code	Description and Remedy
016-774	Compression conversion could not be processed due to insufficient disk space. Delete unnecessary data from the disk.
016-775	Image conversion could not be processed due to insufficient disk space. Delete unnecessary data from the disk.
016-776	An error occurred during image conversion processing. Check the data in CentreWare Internet Services.
016-777	An error occurred on the disk during image processing, probably due to a disk malfunction. For details on replacing the hard disk, contact the Xerox Welcome Center.
016-778	Conversion of the scanned image was discontinued due to insufficient disk space. Delete unnecessary data from the disk.
016-779	An error occurred during conversion processing of the scan image. Instruct scanning again.
016-780	An error occurred on the disk during conversion processing of the scanned image, probably due to a disk malfunction. For details on replacing the hard disk, contact the Xerox Welcome Center.
016-781	Could not connect to the server during file forwarding by CentreWare Scan Services. Ask the System Administrator to check the network and server.
016-782	Could not connect to the server for CentreWare Scan Services. Verify that the correct log-in user name, password and other information are entered.
016-783	Could not find the specified server path during file forwarding by CentreWare Scan Services. Check the path name of the server currently set to the job template.
016-784	A write to server error occurred during file forwarding by CentreWare Scan Services. Confirm that there is sufficient space in the directory on the server, and that access rights are present.
016-785	The file could not be sent by CentreWare Scan Services due to insufficient space on the server. Delete unnecessary data from the server.
016-786	The scanned data could not be written due to insufficient space on the hard disk. Delete unnecessary data or initialize the hard disk if the saved data are not needed anymore.
016-787	The server IP address set to the job template is incorrect. Specify the correct job template.
016-788	Failed to retrieve the file from the web browser. Take one of the following actions, and then try retrieving again. <ul style="list-style-type: none"> • Refresh the browser page. • Restart the browser. • Switch the machine off then back on.
016-789	The mail processing was interrupted due to insufficient space on the hard disk. Lower the image resolution or reduction/enlargement ratio, or divide and send the documents in smaller chunks.

Code	Description and Remedy
016-791	The access to the specified destination or job template server failed when using Scan To FTP/SMB or CentreWare Scan Services. Check if you can access the specified destination or server.
016-793	The hard disk has run out of space. Delete unnecessary data or initialize the hard disk if the saved data are not needed anymore.
016-982	The hard disk has run out of space. Delete unnecessary data from the hard disk or documents in mailboxes.
024-746	The selected option (i.e., paper size, document tray, output tray, or double-sided printing) is incompatible with the specified paper quality. Check the print data.
024-747	An illegal print parameter combination was set. Check the print data. For example, a custom size was specified, and [Paper Supply] was set to [Auto]. In this case, select the bypass tray.
024-985	An error occurred in the bypass tray. Check the document size, orientation, and paper type and try again.
024-966	Could not delete the job from CentreWare Internet Services. Cancel the job pressing the <C> button on the control panel.
027-452	The same IP address has been set twice. Change the IP address.
027-500	Could not determine the name of the SMTP server when reply e-mail was transmitted. Check from CentreWare Internet Services to see if the SMTP server is set correctly.
027-501	Could not determine the name of the POP3 server when using the POP3 protocol. Check from CentreWare Internet Services to see if the POP3 server is set correctly.
027-502	Could not log in to the POP3 server when using the POP3 protocol. Check from CentreWare Internet Services to see if the user name and password used for the POP3 server are set correctly.
027-737	An error occurred during reading of data from the job template server. Check the access rights of the directory in which the job template is stored.
027-739	Could not find the specified job template server. Check the path name to the job template server.
027-740	Could not log in to the job template server. Verify that the correct log-in user name, password and other information are entered.
027-741	Could not connect to the job template server. Ask the network administrator to check the network or server.
027-742	The job template could not be stored to memory due to insufficient disk space. Delete unnecessary data from the disk.
027-743	The settings on the job template server are incorrect. Check the settings of the job template server.

Code	Description and Remedy
027-744	There is a problem in the domain name of the job template server. Make sure that the DNS server connection and the domain name are registered to the DNS server.
027-745	The address of the DNS server is not registered on the machine. Register the address of the DNS server on the machine, or set the address of the job template server as an IP address.
027-746	The protocol setting of the job template server is not correct. Set up the correct port.
027-750	Fax forwarding, printing, or Internet Fax forwarding was attempted for a scanned document. Fax forwarding, printing, and Internet Fax forwarding cannot be performed for scanned documents.
027-751	An error occurred while processing a job flow sheet. Check the job flow sheet.
027-753	The required port was not open to the job attempted by a job flow sheet. Contact the Key Operator.
027-796	E-mail without an attachment was discarded because the machine is set to print only the attached document of e-mail. To print body text and the header of e-mail in addition to its attachments, change settings from [Properties] on CentreWare Internet Services.
027-797	The output destination is not correct. Specify the correct destination and resend the e-mail.
034-211 034-212	An error occurred in the fax controller. Contact the Xerox Welcome Center.
034-501	Is the telephone cable correctly connected? Check that the telephone cable is connected correctly, and resend the document. Refer to <i>Machine Components in the Product Overview chapter on page 31</i> .
034-507 036-786 036-787	Communication failed because the ID of the remote machine and the password you specified did not match. Make sure that the password and telephone number are correct. Also check with the other party that their machine has been set up to reject ID from other parties. This code is also displayed when a polling request is rejected.
034-511 035-725	A document for relay broadcasting cannot be transmitted. Check if the relay station is correctly registered in the specified speed dial code. Also, check the contents of the address number registered at the relay station.
034-530	No correct operations were performed in a certain period of time. Perform an operation within a certain period of time.
034-728 034-784 034-785 034-796 035-701	Transmission cannot be made because the telephone number is not correct. Check the telephone number of the remote machine and send the document again. Customers who use G3 DP (Dial Pause) should check that the dialed number does not contain "*" or "#".

Code	Description and Remedy
034-790 034-791 034-792 034-793 034-794 034-795	Is the telephone line correctly connected to the machine? Check that the phone line is connected correctly and send the document again. These codes are displayed only in certain countries.
035-702 036-507	The other party cancelled the transmission. Ask the other party to check their machine status and resend the document if necessary.
035-704 035-744 035-745	The specified feature (such as F Code) is not supported by the remote machine. Contact the other party, and resend the document without using the feature if required.
035-705 035-708 035-709 035-710 035-712	The remote machine may have encountered a problem. Contact the other party and resend the document if necessary.
035-720	The remote machine cannot receive your document. Ask the other party to check that their machine: <ul style="list-style-type: none"> • Has paper in the tray • Has no paper jam • Has enough memory • Supports G3 reception. When specifying features such as relay broadcasting or a remote mailbox, ask the other party if their machine supports these features, and if the password is correct.
035-746	The fax network does not respond. Check the following and send the document again. <ul style="list-style-type: none"> • Is the telephone line correctly connected to the machine? • The other party may not be connected to the fax network, or there may be some problem with the network. When you are connected to the fax network, enter two pauses after "161" and "162", and then dial the telephone number.
035-749	The other party's telephone number was redialed the set number of times but the remote machine did not answer. Ask the other party to check the telephone line and connection to the machine.
041-210 041-211	An error occurred in the paper tray or Tandem Tray Module. Contact the Xerox Welcome Center.
047-211 047-212	An error occurred in the paper output assembly. Contact the Xerox Welcome Center.
047-213	An error occurred in the finisher. Contact the Xerox Welcome Center.
047-214	An error occurred in the Duplex Module. Contact the Xerox Welcome Center.
047-215	An error occurred in the paper output assembly. Contact the Xerox Welcome Center.

Code	Description and Remedy
047-216	An error occurred in the finisher. Contact the Xerox Welcome Center.
047-218	An error occurred in the Tandem Tray Module. Contact the Xerox Welcome Center.
062-211 063-210	An error occurred in the document feeder. Contact the Xerox Welcome Center.
062-277	A communication error occurred between scanning and feeding components of the machine. Contact the Xerox Welcome Center.
062-790	The scanned document is copy-prohibited. Refer to <i>Illegal Copies in the Before Using the Machine</i> chapter on page 28 and verify the types of documents that can be copied.
065-210 065-211 065-212 065-213 065-214	An error occurred in the machine. Contact the Xerox Welcome Center.
071-210 071-211	Tray 1 malfunctioned. Contact the Xerox Welcome Center. Use a different paper tray.
072-210 072-211	Tray 2 malfunctioned. Contact the Xerox Welcome Center. Use a different paper tray.
073-210 073-211	Tray 3 malfunctioned. Contact the Xerox Welcome Center. Use a different paper tray.
074-210 074-211	Tray 4 malfunctioned. Contact the Xerox Welcome Center. Use a different paper tray.
116-701	Double-sided printing is not possible due to insufficient memory. Add memory.
116-702	Printing was performed using a substitute font. Check the print data.
116-703	An error occurred during PostScript processing. Either confirm the print data, or open spool settings on the details tab in the print driver to disable bi-directional communication.
116-713	The job was printed out in parts because the hard disk ran out of space. Delete unnecessary data.
116-720	An error occurred during printing due to insufficient memory. Close unused ports or delete unnecessary data.
116-740	A numerical value operation error occurred because the print data contains a value that exceeds the limit of the printer. Check the print data.
116-749	The print job was stopped because the specified font was not found. Install the font or enable font replacement in the print driver.

Code	Description and Remedy
116-771 116-772 116-773 116-774 116-775 116-776 116-777 116-778	The parameter values were corrected because the machine encountered a problem when printing the data. If the received image is incomplete or damaged, ask the other party to check the image or to resend the data. When Internet Fax forwarding is enabled, check with the recipient if they received the image intact.
116-780	There is a problem with the document attached to the received e-mail. Check the attached document.
124-701	Due to a malfunction in the specified tray, the output destination was changed to the center output tray. Contact the Xerox Welcome Center. Use a different paper tray.

Screen Messages

Along with fault codes, the following messages are displayed on the touch screen in some occasions.

Message	Description and Remedy
A fault has occurred. Switch off the machine. Ensure that the screen disappears before switching it on. If the problem persists, call for service. (xxx-yyy)	A fault has occurred. Switch off the machine and wait until the touch screen is turned off completely, and then restart the machine. If the problem persists, write down the fault code (xxx-yyy) displayed on the screen. Switch off the machine and contact the Xerox Welcome Center.
A fault has occurred. The machine has rebooted. If the problem persists, call for service. (xxx-yyy)	The machine was restarted due to a fault. Resume normal operations. If the problem persists, contact the Xerox Welcome Center.
Processing has been cancelled due to an error. See User Guide for information on fault code. (xxx-yyy)	The machine operation has stopped due to a fault. Restart the job.

Output Quality

Various situations can affect the quality of the output. Check the following conditions to ensure optimum copy performance. If you still cannot resolve the problem, contact the Key Operator.

- Do not locate the machine in direct sunlight or near a radiator.
- Follow regular maintenance schedules for cleaning areas, such as the document glass, CVT glass and output trays. Refer to *Cleaning the Machine in the Maintenance chapter on page 301*.

Xerox Welcome Center

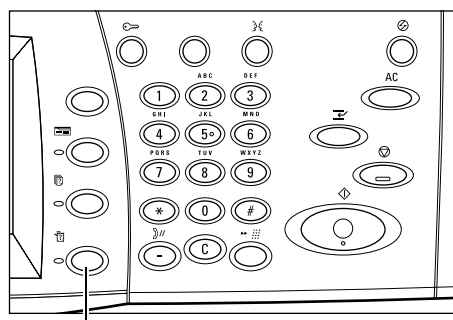
For additional help. If you need any additional help on using your CopyCentre copier or WorkCentre copier/printer, you can:

- 1) Refer to this User Guide
- 2) Contact the Key Operator
- 3) Visit our Customer Web Site at www.xerox.com or contact the Xerox Welcome Center.

Please have your serial number at hand when contacting Xerox.

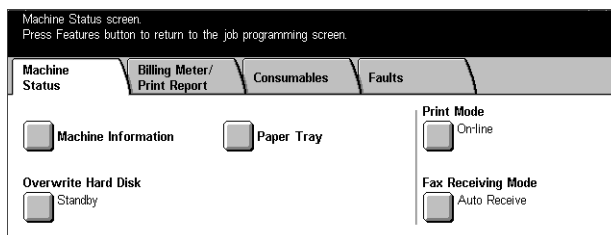
The Welcome Center will want to know the following information: The nature of the problem, the serial number of the machine, the fault code (if any), as well as the name and location of your company. Follow the steps below to look up the serial number of the machine.

1. Press the <Machine Status> button on the control panel.

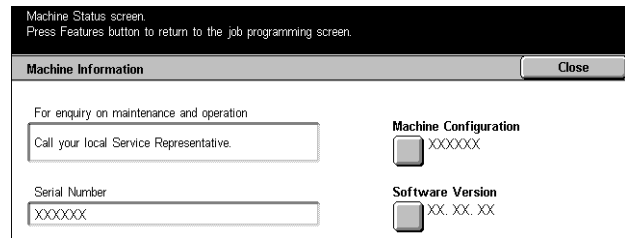


<Machine Status> button

2. Select [Machine Information] on the [Machine Status] screen.



3. The serial number will be displayed.



NOTE: The serial number is also found on the metal plate on the left side of the machine behind Cover A. For more information, refer to *Xerox Welcome Center in the Before Using the Machine* chapter on page 13.

17 Specifications

This chapter contains the specifications for the machine. Use the specifications listed below to identify the capabilities of the machine. The machine adheres to strict specifications, approvals and certifications. These specifications are designed to provide for the safety of users and to ensure that the machine operates in a fully functional state. Note that improvements in specifications and the appearance of the product may be made without prior notice.

For more information on the specifications, contact your Xerox Representative.

Machine Specifications

Hardware Configuration

CopyCentre C123/128

- Processor
- Document Feeder/Double-sided Module or Document Glass Cover
- Two paper trays and a bypass tray

WorkCentre M123/128

- Processor
- Document Feeder/Double-sided Module or Document Glass Cover
- Two paper trays and a bypass tray
- Printer

NOTE: The configurations listed above are for standard machine configurations of respective models.

Machine Size

With Document Feeder and Two Tray Module or TTM: (W x D x H) 640 x 649 x 1,112 mm

With Document Glass Cover: (W x D x H) 640 x 649 x 990 mm

Space Requirements

(W x D) 1,340 x 1,185 mm (52.7 x 46.6 inches)

With Finisher: (W x D) 2,140 x 1,185 mm (84.2 x 46.6 inches)

Machine Weight

CopyCentre with Document Glass Cover: 60 kg (132 lbs)

Copier Speed

From Tray 1/One-sided:

CopyCentre/WorkCentre/WorkCentre Pro 123

A4/Letter LEF: 23 cpm (cycles per minute) (single-sided/double-sided mode)

A3/11 × 17" SEF: 13 cpm (cycles per minute) (single-sided mode)

A3/11 × 17" SEF: 8 cpm (cycles per minute) (double-sided mode)

CopyCentre/WorkCentre/WorkCentre Pro 128

A4/Letter LEF: 28 cpm (cycles per minute) (single-sided/double-sided mode)

A3/11 × 17" SEF: 15 cpm (cycles per minute) (single-sided mode)

A3/11 × 17" SEF: 10 cpm (cycles per minute) (double-sided mode)

First Copy Out Time

From Tray 1/A4 or Letter LEF: 4.5 seconds

Warm-up Time

Cold Start: Approximately 12 seconds (varies with machine configuration)

Document Glass

Capacity: A document within 30 mm of thickness can be copied with the document glass cover / feeder closed.

Document Sizes: (Standard size) A5 LEF to A3 SEF

(Custom size) width: 15 to 297 mm (0.6 to 11.7") / length: 15 to 432 mm (0.6 to 17.0").

Document Weights: 38 to 128 g/m² (50 to 128 g/m² in double-sided mode)

Auto Size Sensing: Yes

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 198*.

Document Feeder

Capacity: 50 sheets of 38 to 128 g/m² (50 to 128 g/m² in double-sided mode)

Document Sizes: (Standard size) A5 to A3 SEF (5.5 × 8.5" to 11 × 17" SEF)

(Custom size) for width: 139.7 to 297 mm (5.5 to 11.7") / for length: 210 to 432 mm (8.3 to 17.0").

Long Document Scan Feature: 297 × 600 mm (11.7 × 23.6")
maximum length

NOTE: This feature is not available in the double-sided mode. When using this feature to scan long documents which exceed 432 mm (17.0 inches), the operator must feed the document one sheet at a time. The paper weight should be between 60 and 90 g/m².

Document Weight: 38 to 128 g/m² (50 to 128 g/m² in double-sided mode)

Mixed Sizes: Yes – if so specified on the machine and the lead edges of documents have the same dimension.

Auto Size Sensing: Yes

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 198*.

Paper Supply

NOTE: The standard sizes of documents that can be detected vary depending on the paper size table specified by the Key Operator. For information on setting the paper size table, refer to *Paper Size Settings in the Setups chapter on page 198*.

Trays 1, 2 & 3, 4 (Two Tray Module)

Capacity: 500 sheets of 80 g/m² (20 lb bond) paper per tray

Paper Weights: 60 to 105 g/m² for Tray 1 and 60 to 216** g/m² for Trays 2, 3, and 4

Paper Sizes: For width: 140 to 297 mm (5.5 to 11.7") / for length: 182 to 432 mm (7.2 to 17.0").

Auto Size Sensing: Yes

Tray 5 (Bypass)

Capacity: Approximately 95 sheets of 80 g/m² paper (100* sheets of 20 lb bond paper)

*: Using standard paper 4200 3R2047.

NOTE: The paper stack height must not exceed 10 mm (0.4 inches).

Paper Weight: 60 to 216** g/m²

Paper Sizes: For width: 89 to 297 mm (3.5 to 11.7") / for length: 99 to 432 mm (3.9 to 17.0").

Auto Size Sensing: Yes

Tray 3, 4 (Tandem Tray Module)

Capacity: Tray 3 (Left-hand tray): 800 sheets

Tray 4 (Right-hand tray): 1,200 sheets

Paper Weight: 80 g/m² (20 lb bond) paper

Paper Sizes: B5 LEF/A4 LEF/7.25 × 10.5" LEF/8.5 × 11" LEF

Paper Weight: 60 to 216** g/m²

Double-sided Module

Paper Sizes: A5 (148 × 210 mm/5.8 × 8.3") SEF to A3 (297 × 420 mm/11.7 × 16.5") SEF

Paper Weight: 60–105 g/m²

****:** Depending on the type of paper used and the operating environment, paper may not feed to the machine properly or print quality may be negatively affected.

Paper Output

Center Output Tray

Capacity: Approximately 500 sheets of 80 g/m² (20 lb bond) paper

Delivery: Face down in order (offset stacking is available)

NOTE: Paper Weight must be between 60 to 105 g/m² when using the offset stacking feature.

Finisher

Capacity: 1,000 sheets of 80 g/m² (20 lb bond) Letter/A4 (210 × 297 mm/8.5 × 11.0") or smaller paper

Paper Sizes: A4 SEF/A4 LEF/A3 SEF/B5 LEF/B4 SEF/7.25 × 10.5" LEF/8.5 × 11" SEF/8.5 × 11" LEF/8.5 × 13" SEF/8.5 × 14" SEF/17 × 11" SEF/16K LEF/8K SEF

Paper Weight: 64 to 128 g/m²

Set Size: 50 sheets of 90 g/m² or less paper (20 lb bond)

Staples: 5,000 per cartridge or more. Staples 2 to 50 sheets of 80 g/m² or lighter paper

Electrical Specifications

Frequency

50/60 Hz

Electrical Voltage

110–127 VAC & 220–240 VAC

Power Consumption

Maximum average – 1.33 KVA (@110 VAC), 1.524 KVA (@127 VAC), 1.76 KVA (@220 VAC), 1.92 KVA (@240 VAC)

Specifications for the Fax Feature

Fax Transmission Speed

Automatic fallback: 33.6 Kbps

Page Transmission Time – ITU No. 1 document

33.6 Kbps (standard): less than 4* seconds (*: reference data)

Telephone Line Type

Standard public analogue switched telephone line or equivalent

Compatibility

Super G3, ECM, G3

Resolution Capability

Standard: 200 × 100 dpi (8 × 3.85 lines/mm)

Fine: 200 × 200 dpi (8 × 7.7 lines/mm)

Superfine: 400 × 400 dpi (16 × 15.4 lines/mm)

Superfine: 600 × 600 dpi

Resolution Conversion

Available for sending and receiving; smooth on receiving

Image Compression

JBIG, MH, MR, MMR

Long Page Scan Feature

600 mm (23.6 inches) maximum length

NOTE: This feature is only available when using the document feeder.

NOTE: This feature is not available in double-sided mode.

NOTE: When using this feature to scan long documents which exceed 432 mm (17.0 inches), the operator must feed the document one sheet at a time. The paper weight should be between 60 and 90 g/m².

Connection Approvals

EU/EEA: certified to TBR21

USA: approved to FCC Pt 68

Canada: approved to DOC CS-03

Other countries: certified to national PTT standards

18 Appendix

Additional Information

Languages Displayed on the Touch Screen

You can change the languages in the following two ways.

When changing the language for temporary use, press the <Language> button on the control panel, then select the required language.

NOTE: The changed language returns to the default language after rebooting the machine.

When changing the default language, enter the System Settings mode, select [Common Settings], then select [Screen Defaults]. In the [Screen Defaults] screen, select the required language as [Default Language]. For more information, *refer to “Common Settings” on page 188.*

Country Code for Fax Option

When setting up the Fax option, users in the following countries may be required to set the country code for the line.

European countries:

Austria	Finland	Ireland	Portugal	Switzerland
Belgium	France	Italy	Romania	United Kingdom
Bulgaria	Germany	Holland	Slovakia	
Czech	Greece	Norway	Spain	
Denmark	Hungary	Poland	Sweden	

North American countries:

Canada	USA
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Enter the System Settings mode, select [Common Settings], then select [Other Settings]. In the [Other Settings] screen, scroll down to and select [Country], then select the required country. For more information, *refer to “Common Settings” on page 188.*

NOTE: This setting is only available with the Fax option for the countries stated above.

Cautions and Limitations

This section describes the cautions and limitations to observe when using this machine.

- When moving the machine, make sure to hold the middle part of the machine, not the control panel or document feeder area. Excessive pressure on the document feeder may cause machine malfunction.

19 Glossary

This chapter contains a list of terms used in the User Guide. Each term has a corresponding definition that reflects the meaning of the term as it is used in this Guide.

Terms Defined

Use the following definitions to learn more about the meanings of terms used in this Guide.

16 K	194 × 267 mm paper. Two slightly different sizes exist depending on the area of purchase.
8 K	267 × 388 mm paper. Two slightly different sizes exist depending on the area of purchase.
A3	420 × 297 mm paper.
A4	297 × 210 mm paper.
A5	210 × 148 mm paper.
Activity Report	A report that contains information about jobs sent and received.
Address Book	A list of telephone numbers stored in the machine for easy reference.
Annotation	A note or comment added to a document. This feature adds the date, page numbers and a comment to the document.
APS	An abbreviation of Auto Paper Selection.
Auditron	A tracking system, which is built into the machine. You can use Auditron to track overall machine usage, individual usage and usage of each feature separately.
Auto Clear	The machine goes to the standby mode, if there is no activity for a specified time.
Auto Exposure	An image quality setting, which enhances documents that have color backgrounds. The machine adjusts its settings for different types of images.
Auto Receive	A fax mode where the machine receives faxes automatically.
B4	364 × 257 mm paper.
B5	257 × 182 mm paper.

Border limit	One more sheet is used when the length of the transmitted document exceeds the length of paper installed on the receiving terminal. A margin at the bottom of a received document can be eliminated so that the data can be printed on one page. The amount of space that can be removed from the bottom of a document is the border limit. When the border limit value is small, the data is printed on the next page. But when it is large, a larger space can be cut so that data can be printed on one page.
BPS	An abbreviation of Bits Per Second. This is a measure of how fast a modem can transmit or receive data.
Chain Dialing	A single dialing command that ties together keypad dialing and dial directory locations for a single dialing operation.
Collated	Output programming where each copy set is delivered in the same order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page2/copy1, page3/copy1, page1/copy2, page2/copy2, page3/copy2.
Communication Mode	Selects the communication mode used for transmission to a remote fax machine from G3 or F4800.
Communication(s)	Communications network which can offer audio data (telephone), image data (fax), picture data (videotext) and PC data (PC communication service) over the same channel. In this guide, referred to as transmitting and receiving images as well as speaking with a remote user.
Contrast	The intensity of the display of an image, or the degree of difference between the gray tones on a document page. See also Halftone and Photo.
Copy Sets	Groups of copies of a multi-page set of documents. If you have a four-page document and you want to make 10 copies of a document, you will be making 10 copy sets.
Covers	Card or paper used to add to the front or back of a copy set.
Default Screen	A screen displayed immediately after switching on the power or pressing the Clear All button. The screen is also displayed when the Auto Clear feature is used.
Default Setting (s)	The settings used by the machine when the user does not specify settings.
Default Value (s)	Values set on a preset screen.
Delayed Start	Programming that enables the machine to process a document at a later time.
Dial	To use a telephone number for document transmission. The methods of dialing provided by the machine include: manual dialing using the numeric keypad, speed dialing, and using the Address Book, etc.

Dial Tone	A tone sounds from the telephone line when a remote machine receives a call. You will then know that you are connected to the line.
Dial Type	The dial type of connected line. The machine offers Tone and 10 pps options.
Direct Fax	Enables PC clients to send faxes via the machine.
Document	In this guide, the image data generated when an original is scanned. Used in terms such as transmitted document, received document and pending document.
Document Feeder	An assembly that automatically separates and feeds double-sided documents from the input tray into the scanner.
Double-sided	Refers to a document that contains an image on both sides of the page.
DPI	An abbreviation of Dots Per Inch, which is the number of dots that can be printed within a width of one inch. Used as the unit for resolution.
Drum Cartridge	A customer replaceable cartridge which contains a internal drum. A printed image is formed on a drum before transferred to paper.
Dual Tone Multi Frequency (DTMF)	The use of a keypad sequence (tones) to transmit to, or poll from, a remote mailbox.
Duplex	Refers to a document that contains an image on both sides of the page.
ECM	An abbreviation of Error Correction Mode: An ITU-T approved feature for Group 3 facsimile machines. ECM transmission sends the document image data in segments and retransmits segments that the remote machine receives incorrectly. "EC" described on the Activity Report shows that the communication was processed using ECM.
Error Code	A code is displayed on the control panel or a report when a problem occurs.
Ethernet	A network transport technology commonly used to send data from one node to another.
F4800	A Communication Mode selection that reduces transmission speed to enable reliable communications even under poor line conditions, which forces the machine to communicate at a maximum of 4800 bits per second.
Factory Default (s)	Settings which are incorporated into the machine at the factory and used by the machine when the user does not specify settings.

F Code Communication	Communication procedures approved by Communications and Information network Association of Japan (CIAJ) for use of T.30* standardized by ITU-T. Between the machines with F Code feature, various features making use of F Code can be used. (*ITU-T Recommendation)
File Server	A computer that has a hard disk drive large enough to hold and share files. It provides the ability for multiple users to simultaneously access the same file.
Frame Type	A group of data sent through the network.
G3	Both are facsimile communication systems standardized by the advisory committee for International Telecommunications (CCITT, now the ITU-T).
Group Dialing	A form of abbreviated dialing that enables the dialing of multiple locations by entering one three-character code. The machine stores the image in memory and then transmits it to each location.
Halftone	Grey patterns that are neither black nor white.
Head to Head	A double-sided document where the second side displays the image with the top of the document at the top of the page. You typically turn over the page from the side edge.
Head to Toe	A double-sided document where the second side displays the image with the top of the document at the bottom of the page. You typically turn over the page from the bottom edge.
Image Enhancement	A feature which makes the border between black and white smooth, with rough edges reduced, giving the appearance of a higher resolution.
Inserts	Paper used to separate sections or topics in a set of documents, typically colored stock.
Internet	A worldwide communications network that combine miscellaneous networks.
Internet Fax	Unlike a regular fax machine, Internet Fax uses corporate networks or the Internet to send or receive e-mail (TIFF attachments).
IP	An abbreviation for Internet Protocol. This is a communication protocol of the network layer and is supported by a variety of computer platforms. IP controls the routing of the data.
Job	A group of copy, fax or print data. The canceling and outputting of copying, faxing, and printing is done on a job basis.
Key Operator	A designated user who sets Machine, Copy, and Fax defaults and maintains the machine.
Keypad	The buttons on the control panel.

Landscape	The image orientation on a sheet of paper, where the short edge of the paper runs from top to bottom.
LDAP	An abbreviation of Lightweight Directory Access Protocol. A protocol that allows sharing or corporate phone book information.
Long Page Scan	A feature which enables scanning long document up to 600 mm (23.6 inches).
Long Edge Feed (LEF)	The long edge of the paper is positioned to enter the machine first.
Low Power Mode	A Power Saver Mode that reduces power consumption when the machine is not in use.
Mailbox	A storage area in the memory of the machine where fax documents are stored.
Manual Receive	A fax mode that starts receiving a fax or polling after you have communicated with a caller and confirmed that the call is a fax job.
Mask Data	Mask data is displayed as special characters in the place of the private data. Data is masked when the forward slash key (/) is selected.
Memory	A capacity for storing documents.
Node	A number that identifies on access point on a network. It works like an address.
Non-Standard Paper	Customized paper sizes within the range of 89–297 mm (3.5–11.7 inches) for width and 99–432 mm (3.9–17.0 inches) for length for making single-sided copies, and 89–297 mm for width, 127–432 mm for length for making double-sided copies. The sizes of paper that can be loaded vary depending on each tray.
On-hook	A state the handset is on the cradle. You can dial a telephone number or hear the other party, but cannot talk to them. You can also send or receive a fax manually when On-Hook is selected.
Open System	The machine is not connected to a tracking system.
Options Report	A report that lists the options currently installed on the machine.
Output	Finished copies, received fax documents, or to print.
Password	A specified number that provides access to a mailbox, a remote mailbox, or networks.
Paper Jam	A media misfeed when the machine is printing a document.
PCL Files (Printer Control Language file)	The command language for the HP LaserJet printers.

PDF	An abbreviation of Portable Document Format. It is a file format developed by Adobe Systems. A PDF file can describe documents containing text and images, retaining all the formatting and fonts of the original copy.
Photo	An image, especially a positive print, recorded by a camera and reproduced on a photosensitive surface.
Polling	A feature that allows you to retrieve a document from a remote machine.
POP3	An abbreviation of Post Office Protocol Version 3, a protocol used for receiving e-mail. It is a commonly used communications protocol (an agreement governing the way data is transmitted). It provides a private mailbox in the provider e-mail server that receives messages when a connection is made. POP3 is a receive-only function, while the corresponding function for sending e-mail is SMTP.
Portrait	The image orientation on a sheet of paper, where the long edge of the paper runs from top to bottom.
PostScript	PostScript is a page description language (PDL) from Adobe Systems, which is the standard for desktop publishing because it is widely supported by both hardware and software vendors.
Power Save Modes	Energy saver modes that significantly reduce the power consumption during periods of inactivity.
Print Page Buffer	Location where print data is actually processed and stored.
Printable Area	The actual area on paper which can be printed.
Profile	A protocol controlling image resolution, paper size and other attributes when sending or receiving faxes using Internet Fax. The profiles that can be used vary with the Internet Fax of the remote terminal. Find out the type of profile the remote Internet Fax terminal can handle before specifying a profile.
Protocol	The rules that control the transmitting and receiving of data.
Pulse-to-Tone	Switching between dialing types. This is useful when you need pulse mode to connect and tone mode to access a mailbox or another feature.
Queue	A temporary storage unit for jobs waiting to be processed.
RAM	Stands for Random Access Memory, which is the memory device where information can be retrieved as well as stored.
Receive Buffer	Buffer is the location to store data sent from the client temporarily. By increasing the memory capacity of the receive buffer, the client can be freed earlier.

Recipient	The person or terminal you send a document to. "Dialing" indicates the operation of entering the telephone number of a recipient. In relation to Internet Fax it refers to the e-mail address of a remote terminal.
Remote Mailbox	A feature that allows you to retrieve a document from the mailbox of a remote machine.
Remote Terminal	A terminal with which you want to communicate. This is a general term for terminals such as telephones, facsimile machines and personal computers.
Repository	A storage place for electronic documents.
Resolution	The fineness of detail that can be distinguished on a scanned image. Select the standard setting for normal documents and fine and superfine settings for documents with more detail.
ROM	An abbreviation of Read Only Memory, which is the memory device specific for the retrieval of information from which information can be retrieved.
Scan	Sensing or reading a paper document and converting the optical image of the document to an electronic image.
Screen	The display on the control panel. It provides user information and instructions.
Send Header	A heading printed on the first line of received documents.
Server Fax	A walk up fax service which uses a third party fax server.
Short Edge Feed (SEF)	The short edge of the paper is positioned to enter the machine first.
Sleep Mode	A condition of reduced power consumption while the machine is not performing a transaction.
Special Characters	Dialing characters which apply only to Xerox machines that support fax mailboxes.
SMTP	Simple Mail Transfer Protocol: A communications protocol (an agreement governing the way data is transmitted) commonly used for sending and receiving e-mail.
Speed Dialing	A form of abbreviated dialing of a number by entering a 3-digit code.
Store for Polling	To store a document in memory until it is retrieved by a remote fax machine.
System Administrator	A designated user who sets and maintains the network settings on the machine.
TCP/IP	Transmission Control Protocol/Internet Protocol.
TIFF	Tagged Image File Format
Transmission Interval	The period between transmissions.

Transmission Report	A report that confirms the status of a fax document.
Transmit	To send.
Toner Cartridge	A customer replaceable cartridge which holds toner, an electrically-charged powder with pigment and plastic, for ease of loading into a printer.
Uncollated	Output programming where the specified number of copies for each page in a copy set is delivered in the order the documents were placed in the Document Feeder. Example: Two copies of a three-page document, would output as page1/copy1, page1/copy2, page2/copy1, page2/copy2, page3/copy1, page3/copy2.

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